



Where ideas work

**Ministry of Environment & Climate Change Strategy
Black Creek, Nanaimo (On-site)**

**This is a 7-month temporary opportunity and may be extended or become permanent.
This position is part time (0.5 FTE, 35 hours bi-weekly).**

**Program Administrative Support Clerk
\$26.68 - \$30.06 hourly.**

BC Parks is responsible for the effective management of the natural, cultural, and recreational values in the province's protected lands system. BC Parks delivers on three primary functions: protected area land and resource planning, administration, and management; serving as the regulator for all matters pertaining to protected areas; and providing and administering recreation opportunities and associated services.

This position provides administrative and secretarial support services to managers, section heads, and program staff. Working under time and work volume pressures, the Program Administrative Support Clerk readjusts priorities to maintain the flow of information while ensuring deadlines are met. The incumbent is frequently required to prepare correspondence, reports and other material containing highly sensitive and confidential information and responds on own initiative to general routine matters.

The BC Public Service is an award-winning employer and offers employees competitive benefits, amazing learning opportunities and a chance to engage in rewarding work with exciting career development opportunities. For more information, please see [What We Offer](#).

The BC Public Service is committed to creating a [diverse workplace](#) to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive, and rewarding workplace.

Qualifications for this part-time role include:

- Secondary school graduation (Grade 12) or equivalent (GED)
- Minimum 2 years of administrative/clerical support experience in an office environment
- Experience working in a high-volume work environment with changing priorities
- Experience working with data bases, corporate systems, or case management systems
- Experience with records management, electronic and/or physical files
- Experience managing an electronic calendar (booking meetings and appointments)

For more information and to apply online by June 19, 2023, please go to:
<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/100922>