



Where ideas work

Ministry of Forests Multiple Locations

This position can be located in any BC Timber Sales office: Chilliwack, Vernon, Burns Lake, Williams Lake, Kamloops, Campbell River, Nelson, Victoria, Terrace, Dawson Creek, Prince George, Port McNeill, Vanderhoof.

Records Technician \$49,464.27 - \$55,838.67 annually

BC Timber Sales (BCTS) works collaboratively with regional and district operations to plan, develop, and auction a substantial portion of the province's annual available timber volume. BCTS operates as a for-profit entity within a government organization. Its goal is to provide credible representative price and cost benchmark data for the Market Pricing System through auctions of timber harvested from British Columbia's public land. BCTS operations are guided by three overarching principles, forest sector safety, reconciliation with Indigenous Peoples and sustainable forest management.

The Records Technician provides technical advice to ministry records custodians and staff and ensures ministry records systems comply with legislative and policy requirements.

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.

For information about the Indigenous Applicant Advisory Service, please visit: [Indigenous Applicant Advisory Service - Province of British Columbia \(gov.bc.ca\)](#).

Qualifications for this role include:

- Grade 12 graduation or equivalent.
- Experience working in a records management environment.
- Experience working with records management systems.

For more information and to apply online by March 14, 2023, please go to:
<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/97323>