



Where ideas work

BCTS Coordinator, Business Excellence

Salary \$58,332.28 - \$66,652.94 annually

One position is available: Successful Candidate can work in either Victoria or Prince George.

As the BCTS Coordinator, Business Excellence you will be responsible for the design, development, implementation and ongoing management of BCTS province-wide workforce programs related recruitment and retention, training and development programs such as the BCTS Forestry Technician Entry Level Program (FTELP).

FTELP is a provincial 2 year recruitment and retention program to hire potential forest technicians direct from colleges and universities and provide them the training, development and experience required to be fully qualified BCTS Forest Technicians. As the BCTS Coordinator, Business Excellence you will be responsible for design, development and implementation of FTELP elements, working with universities and colleges to attract and recruit applicants to the program, Manages and supports the FTELP annual recruitment drives and developing FTELP training plans for participants.

As the ideal candidate, you are highly organized with project and contract management expertise. You possess excellent organizational, interpersonal communication and relationship building skills. With your excellent verbal and written communication skills, you will prepare executive level reports, project documents, and training evaluation and analysis reports. This is an excellent leadership opportunity for a motivated self-starter who thrives on their ability to establish long-term relationships with stakeholders while planning, managing and coordinating logistics for the BCTS Forestry Technician Entry Level Program.

We offer training, growth and development opportunities; a competitive salary and [benefits package](#); a [pension plan](#) that ranks among the best; and offer a balance between work and life commitments. We are committed to continuing to be an employer of choice and providing a professional environment where ideas work.

In order for applicants to be considered for this position, your resume must clearly demonstrate that you have the following:

Degree in public administration, business administration, education, human resources or related field and three years of related experience; **OR**

An equivalent combination of education and related experience may be considered. (Equivalency is identified as several years of recent related experience supplemented by courses/education in adult education, program development, workforce planning or related topics.)

Related experience includes a combination of the following:

Experience handling multiple priorities concurrently.

Experience managing projects.

Experience establishing collaborative relationships with internal and external stakeholders.

Experience in leading and facilitating project teams and in working with multiple stakeholders to deliver a product, program, or service.

For more information on this exciting career opportunity including how to apply by March 26th 2015, please visit:

<https://search.employment.gov.bc.ca/cgi-bin/a/highlightjob.cgi?jobid=24715>