



Administrative Coordinator

Full-Time

Campbell River Region
Campbell River

Tuesday November 4, 2025

\$21 - \$25/ hour (\$22-32/hr)

Company: StoneCroft Engineering Ltd.

Website: <https://www.stonecroftengineering.ca/>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Interested applicants should respond by email, with their cover letter and resume attached in PDF or Word format to: careers@stonecroftengineering.ca, Subject: Application for Administrative Coordinator Position, Attn: Janice Mathers, RPF, MBA, General Manager Applications will be accepted until the position is filled. We greatly appreciate all interest in this opportunity; however, only those candidates selected for an interview will be contacted. We reserve the right to not fill this position.

Attachment: [Administrative Coordinator - Job Description \(1\).pdf](#)

Expiry Date:

Friday, March 27, 2026

Details:

StoneCroft is seeking an Administrator/Administrative Coordinator on a full-time permanent basis, to be a key member of our dynamic team of professional and technical staff. The successful candidate will report to the General Manager and support the crew in daily execution of consulting services for our valued clients. StoneCroft will provide training in all facets of the job. This position will be based out of our Campbell River office. Primary responsibilities would include, but are not limited to:

- Working collaboratively as part of a team of professionals, technologists and drafters
- Administrative coordination of the company safety and environmental programs, including planning training, SiteDocs safety database management, coordinating safety drills, documentation and submittals to clients (e.g., monthly safety stats)
- Light bookkeeping duties supporting the Controller
- Monthly office inspections, warehouse inventory and part/supplies/equipment procurement
- Company fleet service and maintenance coordination with dealerships, monthly vehicle inspections, seasonal change of equipment for fire, spill and safety preparedness
- Answering main phone line

Travel and accommodation coordination to support field crews • Events coordination • Coordinating main office routine maintenance • Monthly operational meeting agendas and minutes • Other administrative activities, as required

Qualifications & Experience:

• Excellent client service, interpersonal and teamwork skills • Solution-oriented approach to every day tasks • Excellent oral and written communication in English • A valid Class 5 BC Driver's Licence (or equivalent) • Proficiency in Microsoft Office Suite • Previous commensurate experience • A related degree, diploma, certificate or other education in business administration, office management or accounting/bookkeeping
