



Office Administrator Full-Time

Campbell River Region
Campbell River

Friday November 21, 2025

\$26 - \$30/ hour (\$25 - \$28 per hour)

Company: Integrated Operations Group Inc.

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please send resumes to careers@iogl.ca referencing 'Office Administrator' in the subject line. Position is open until filled.

Attachment: [Office Administrator 2025_1.pdf](#)

Expiry Date:

Details:

Position: Office Administrator Position Type: Part Time or Full Time Location: In Office, Campbell River WHO WE ARE Integrated Operations Group Inc. (IOG) is a growing full-phase forest development firm with operations across BC tailoring primarily to the forestry, construction and utility industries. We are leaders in commercial thinning and fire hazard abatement, specializing in innovative processes to complete challenging forestry projects with a focus on value rather than volume. Our team consists of professional foresters, equipment operators, fallers, tree climbers, forest engineers and other resource professionals. THE OPPORTUNITY IOG is seeking a dynamic and motivated individual to fulfill the role of OFFICE ADMINISTRATOR at our Head Office in Campbell River. Reporting to the Office Manager, this role is multi-faceted and diverse, but will primarily focus on general office administration, projects logistics support, and fleet coordination. This role may be supplemented with additional tasks depending on the applicant. KEY RESPONSIBILITIES • General office administration and upkeep, including overseeing the front desk during business hours, greet visitors, answer and field calls, respond to general inquiries, receive deliveries and prepare packages for shipment, • Support managers, supervisors and field crews with project logistics, including sourcing and securing accommodations, arrange flight and ferry travel, ordering and picking up field supplies, and prepare project binders, • Oversee and coordinate fleet maintenance including set up of new trucks, scheduling and coordinating service appointments, track service and commercial inspection due dates, keep up to date on insurance requirements, maintain vehicle records, and administer fuel cards, • Scan and file documentation, enter detailed data into Excel spreadsheets, monitor office inventory levels and order supplies as needed, occasional scheduling of meetings and taking minutes, • Some evening/weekend communications may be required at times to support crew logistics. COMPENSATION Compensation for this role is \$25 - \$28 per hour, commensurate on experience. IOG also offers a comprehensive benefits package and flexible work schedule.

Qualifications & Experience:

THE IDEAL CANDIDATE: • Proficiency with MS Word and Excel • Excellent attention to detail • Is flexible and adaptable to last minute changes • Is an organized and motivated self-starter with good time management skills • Previous experience in a

similar role an asset • Possesses a Class 5 driver's license.
