

Administrative Assistant Full-Time

Campbell River Region
Campbell River

Tuesday December 16, 2025

Minimum wage - \$ 20/ hour (Wage increases with exp.)

Company: Garat Financial Group Ltd

Website: <https://garatfinancial.com/>

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

Email cover letter and resume to devon@garatfinancial.com. Resume must be accompanied with a cover letter to be considered.

Expiry Date:

Details:

Garat Financial Group Ltd. (GFG) is an independent financial services company whose mission is to create and execute financial solutions that provide clients with wealth maximization, tax minimization, and peace of mind - all while eradicating debt, not adding it. We work with insurance and mutual fund companies to ensure our client's future is financial sound. While we are a small local office, our team consists of Advisors, agents, administrators, branch officers, mutual fund managers, insurance VPs, and banking affiliates. GFG is seeking a dynamic and motivated individual to fulfill the role of Assistant Administrator. This role will be at our Campbell River office and is multi-faceted and diverse. While general reception tasks are part of the job, it also includes insurance and investment administration, CRM data entry, and industry specific file and document prep. Initial responsibilities will include overseeing the front desk, fielding calls, contacting clients, booking appointments, plus preparing files and paperwork. Supporting the Financial Advisor team members will follow with additional training on the advisory side of the business. Growth within the company is dependent on integrity, initiative and interest in the industry.

Qualifications & Experience:

- Minimum of 1 year of office/administrative experience or 1 year office administration certificate
- Excellent spelling and keyboarding accuracy
- Superior verbal and written communication skills
- Quick learner on computer programs & platforms
- Attention to detail
- Comfortable asking for more direction, instruction, training or anything needed to perform tasks promptly and accurately
- Comfortable communicating with other team members about issues regarding training or office protocols
- Ability to deal with stressful situations in a reasonable manner
- Comfortable with professional dress code (business casual; jeans only on casual Fridays)
