

Administrative Assistant - Medical Full-Time

**Campbell River Region
Campbell River**

Tuesday January 6, 2026

\$21 - \$25/ hour (\$24-\$27/hr)

Company: River City Medical Clinic

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please send cover letter and resume to: terry.rivercityclinic@gmail.com

Expiry Date:

Tuesday, January 20, 2026

Details:

River City Medical Clinic is a Family Practice in Campbell River, looking for a full-time administrative assistant to join our team in Feb-2026. We offer competitive compensation, health benefits and other incentives. Job Type: Full-time, Permanent

Pay: \$24.00-\$27.00 per hour depending on experience Expected hours: minimum of 32 hours per week Benefits: Employee Assistance Program & Extended Health Benefits Schedule: 8-hour shift Location: Campbell River, BC

Qualifications & Experience:

Medical office administrative assistant or related experience/ qualifications - strong written and verbal communication - strong interpersonal skills with a positive and empathetic attitude - demonstrate initiative, good judgment and problem-solving skills - critical-thinking skills - organizational and time-management skills - ability to prioritize and multi-task - pay attention to detail and follow tasks through to conclusion - maintain professionalism, confidentiality and trust Previous relevant experience is preferred.
