

Office Support/Scheduling Coordinator Part-Time

Campbell River Region
Campbell River

Friday January 9, 2026

\$26 - \$30/ hour (\$24-29/hr DOE)

Company: Powerserve Energy Ltd

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please email a resume and cover letter to accounting@powerserve.ca

Expiry Date:

Friday, January 23, 2026

Details:

We are currently looking to hire a part time office worker that will lead into full time later this year. Our regular office hours are M-F 8-4:30 but we are willing to work with your schedule. Misc office duties including: Reception- Answering phone and

greeting customers Bookkeeping- Helping with duties relating to bookkeeping (accounts payable/payroll etc) Scheduling Coordinator: Organizing and scheduling jobs with our customers. Scheduling employees and communicating with them. Working with shipping and receiving/shop to confirm materials and ETA of materials. Tracking vacation requests etc.

Qualifications & Experience:

Comfortable using computers and experience with Microsoft Office (especially Excel). Knowledge of QuickBooks is an asset but all training will be provided. Very punctual and extremely detail oriented.
