



# **Secretary Part-Time**

**Campbell River Region  
Campbell River**

Monday January 26, 2026

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**\$21 - \$25/ hour (\$25.00 to start DOE)**

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**Company:** Michael Oviatt Trucking Ltd

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**Industry:** Management/ Administration

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**How to apply:**

Email. [michaeloviatttrucking@gmail.com](mailto:michaeloviatttrucking@gmail.com)

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**Expiry Date:**

Monday, February 09, 2026

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**Details:**

-Must be polite, taking online and phone orders. -Processing orders, communicating with staff, Drivers and operators. -Gravel pit operation.

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**Qualifications & Experience:**

Xero online accounting software. Microsoft word, excel. Account receivable, payable.

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