



Administrator

Full-Time

Campbell River Region
Campbell River

Wednesday April 22, 2026

\$21 - \$25/ hour

Company: IZCO Technology Solutions Ltd.

Website: <https://izco.ca>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

To apply send 1 – 2 paragraphs on why you would be amazing at this position to careers@izco.ca If we like your response we will ask you for a resume. Do not send a resume until asked.

Expiry Date:

Wednesday, May 06, 2026

Details:

Growing IT company in Campbell River is looking for an office administrator/bookkeeper who is highly organized, self-motivated, and enjoys working in a constantly changing field. General Job Duties: - General bookkeeping including expense data entry, generating invoices, making deposits, bank reconciliation, filing PST and GST - Make bank deposits - Answering phones - Greeting and interacting with customers - Taking payments from customers - Shipping and receiving (1-5 packages per day) - Miscellaneous research projects - Make coffee - Marketing - Assisting the owners We offer the following benefits: - Extended Health Care and Dental - RRSP matching - Training program - Flexible schedule - Friendly family atmosphere This is a full-time, in-person position, 8-5 Monday to Friday with a 1-hour unpaid lunch break in downtown Campbell River.

Qualifications & Experience:

- Excellent organizational and interpersonal skills - Attention to detail - Good verbal and written communication skills - Bookkeeping and/or administrative assistant skills - Clean drivers abstract - Clean criminal record - Live in (or within commuting distance of) Campbell River
