



# Office & Finance Administrator Full-Time

Campbell River Region  
Campbell River

Tuesday April 28, 2026

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\$21 - \$25/ hour (\$23.00 - \$25.00/hr)

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**Company:** MOWI

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**Website:** <https://mowi.com/caw/people/vacancies/>

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**Industry:** Finance & Banking

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**Remote/Camp Based Job:** No

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**How to apply:**

To be considered for this opportunity with a progressive, growth-oriented company, please submit your resume and cover letter through:

<https://mowi.com/caw/people/vacancies/> Closing date: May 17, 2026

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**Attachment:** [Office Finance Administrator.pdf](#)

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**Expiry Date:**

Tuesday, May 12, 2026

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**Details:**

Office & Finance Administrator At Mowi, we are proud to be the world's largest supplier of farm-raised salmon. Our Mowi Canada West operations are located on the coast of beautiful British Columbia and Vancouver Island where we work in partnership with the First Nations communities within whose territories we operate. Our team of 350+ dedicated farmers and processors is committed to producing sustainable farm-raised Atlantic salmon, contributing to food security for our growing global population. Reporting to the Finance Manager, the Office & Finance Administrator provides front of office coordination and administrative support to the finance team. This role supports day to day office operations while assisting with finance claims and related processes. Responsibilities: Front Desk & Office Administration:

- Serve as the first point of contact for visitors, contractors, and staff, providing a professional and welcoming reception
- Manage incoming calls and general inquiries, redirecting as appropriate
- Maintain organization of the office, common areas, and meeting spaces
- Perform general office administration duties, including filing, record management, and document coordination
- Order and replenish office and kitchen supplies, including stationery and consumables
- Arrange couriers, prepare shipment documentation, and track deliveries to ensure timely and accurate receipt

Finance & Claims Support:

- Provide administrative support to the finance department, including processing and tracking claims

Assist with invoicing related to secondary processing, ensuring accuracy and timely submission • Complete data entry, documentation, and verification for finance transactions and claims • Coordinate with internal stakeholders to obtain required information, supporting documentation, or approvals • Maintain organized, complete, and audit ready finance and claims records in accordance with internal procedures  
What We Offer: • Comprehensive flex benefits plan • Pension plan • Wellness program, including an annual wellness reimbursement • Potential for annual bonus  
Hourly wage: \$23.00 – \$25.00

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**Qualifications & Experience:**

• Secondary school diploma (or equivalent) required • 1–3 years of relevant office or administrative experience (or equivalent education/experience) • Experience with general office administration, including reception, supply ordering, and document coordination • Basic understanding of finance administrative support, including invoicing and claims processing • Proficient with standard office software (email, spreadsheets, document management tools) • Strong organizational skills, attention to detail, and ability to manage multiple priorities • Clear communication skills and ability to work independently and collaboratively

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