



# Administrative Team Member Full-Time

Port Hardy and North Island  
Port McNeill

Wednesday April 29, 2026

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\$26 - \$30/ hour (Competitive pay)

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**Company:** Lemare

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**Industry:** Management/ Administration

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**Remote/Camp Based Job:** No

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**How to apply:**

Email Resume to [hr@lemare.ca](mailto:hr@lemare.ca)

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**Expiry Date:**

Wednesday, May 13, 2026

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**Details:**

The Lemare Group is looking for a motivated individual to join our Administrative Team on northern Vancouver Island. Enjoy a lifestyle surrounded by nature while building a career with opportunities across accounting, HR, safety, logistics, and more. What you'll Do: • Support daily admin functions (data entry, reporting, scheduling) • Communicate with suppliers, clients, and team members • Assist with accounts, purchasing, and documentation • Coordinate meetings, travel, and general office tasks What We Offer: • Full-time, permanent position • Competitive pay (based on experience) • Full benefits + RRSP contributions • Training and advancement opportunities ☐ Port McNeill, BC ☐ Apply: [hr@lemare.ca](mailto:hr@lemare.ca) ☐ 250-956-3123

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**Qualifications & Experience:**

What We're Looking For: • 1-3+ years admin experience (accounting an asset) • Strong organization and communication skills • Detail-oriented, adaptable, and team-focused • Valid driver's licence • Experience working in an office environment, accounts payable, payroll etc an asset. • Training and Education provided.

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