



Hybrid Data Entry, Office Admin and Bookkeeping Contract

Campbell River Region
Campbell River

Thursday May 7, 2026

Minimum wage - \$ 20/ hour (\$18-25/hr DoE)

Company: Capacity Forest Management Ltd

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

E-mail resumes to info@capfor.ca Please no phone calls.

Attachment: [Hybrid Data Entry.pdf](#)

Expiry Date:

Thursday, May 21, 2026

Details:

Forestry Management company is looking for an individual for contract work with a potential for either full time or part time. Job Details: • Rate of pay \$18-25/hr depending on skill set • Hours 8 am – 5 pm 1 hour lunch • Onsite parking

Qualifications & Experience:

Ideal candidate will have the following attributes: • Min 2 yrs office experience with great problem-solving abilities • Must be good with numbers and extremely accurate with data entry • Intermediate knowledge of all aspects of MS365, especially excel, word an outlook and must be a fast learner • Excellent communication skills, both written and oral, must be fluent in English • Proficient and accurate data entry and the ability to review and analyzing data • Multitasker, highly organized, accurate and communicative. • Positive can-do attitude and willing to pitch in where needed regardless of task • General booking or accounting course would be an asset. • Live locally or ability to commute to office in Campbell River
