



Administrative Team Member Full-Time

Port Hardy and North Island
Port McNeill

Wednesday May 13, 2026

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

Company: Lemare

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Email Resume to hr@lemare.ca

Expiry Date:

Wednesday, May 27, 2026

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 250-956-3123

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.
