



# Hybrid Data Entry, Office Admin and Bookkeeping Contract

Campbell River Region  
Campbell River

Thursday May 21, 2026

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

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**Company:** Capacity Forest Management Ltd

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**Industry:** Management/ Administration

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**How to apply:**

E-mail resumes to [info@capfor.ca](mailto:info@capfor.ca) Please no phone calls.

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**Attachment:** [Hybrid Data Entry\\_0.pdf](#)

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**Expiry Date:**

Thursday, June 04, 2026

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**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

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**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

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