



Office Assistant Seasonal

Port Hardy and North Island
Port Hardy

Monday May 25, 2026

Minimum wage - \$ 20/ hour (\$20.00/hr)

Company: Busy B's Distributing Ltd

Industry: Retail & Wholesale

How to apply:

Please bring resume and cover letter to 5715 Hardy Bay Road or email busybs@telus.net Busy B's thanks all applicants for their interest; however, only

those selected for an interview will be contacted

Expiry Date:

Monday, June 08, 2026

Details:

Successful applicant will be responsible for the following - Greet customers and visitors when they come in the door - Answer phone calls and respond to emails - File, organize and manage office documents - Perform general clerical duties and provide administrative support to management - Opportunity to grow within the company - Help customers with orders and picking up and shipping out packages

Qualifications & Experience:

- Strong Communication and customer service skills - Experience with Microsoft Office is an asset - Excellent organizational skills and attention to detail - Ability to work independently and manage time effectively - Reliable, punctual and professional attitude
