



Front Desk Attendant/ Administrative Assistant Full-Time

Campbell River Region
Campbell River

Tuesday May 26, 2026

Minimum wage - \$ 20/ hour (19-21/hr per experience)

Company: River Ink Printing and Signs Ltd.

Website: <https://riverink.ca/>

Industry: Management/ Administration

How to apply:

Please submit a cover letter and your resume to Chloe@riverink.ca

Expiry Date:

Tuesday, June 09, 2026

Details:

We are currently looking to hire an administrative assistant to be responsible for all of the front of house needs. The ideal candidate would be personable and love helping members of the community. Key Responsibilities: • Handling multi-line phone systems and directing emails • Greeting and helping clients and visitors • Keeping the front of house space clean, organized and tidy • Data entry, filing, invoicing and other administrative tasks as assigned by management • Supporting departments as needed • Packaging, trimming and folding garments etc We offer health and dental insurance, vacation pay and a supportive work environment.

Qualifications & Experience:

- Strong people skills and enjoys dealing with the public
- Computer literate
- Organized and confident multitasker
- Ability to communicate effectively in person, by phone and by email is essential,
- Prior experience with PrintSmith (or other data entry/ estimating software), quickbooks or design software would be an asset but is not a requirement
