



Fire Office Assistant Part-Time

Port Hardy and North Island
Port Hardy

Monday June 22, 2026

\$21 - \$25/ hour

Company: District of Port Hardy

Website: <https://porthardy.ca/job-posting/fire-office-assistant-exempt-part-time/>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Submit your resume and cover letter to the District of Port Hardy. 7360 Columbia Street | PO Box 68 Port Hardy, BC V0N 2P0 Email: careers@porthardy.ca Phone: 250-949-6665 Applications must be received by Noon on Friday, July 10, 2026.

Attachment: [policy AP3.18 Fire Admin Assistant job description.pdf](#)

Expiry Date:

Monday, July 06, 2026

Details:

The District of Port Hardy Fire Department seeks a highly adaptable, positive, and technologically proficient administrative professional to support the Fire Chief and the department's evolving operational needs. The Fire Office Assistant plays a critical role in ensuring the Fire Department functions efficiently by coordinating administrative processes, managing reports and documentation, supporting financial and purchasing duties, and assisting with the Chief's day-to-day operational needs. This position requires flexibility, initiative, and the ability to work both independently and collaboratively in a fast-paced, changing emergency services environment.

Qualifications & Experience:

The ideal candidate will demonstrate:

- Strong organizational and multitasking skills
- Ability to work under pressure and in rapidly changing environments
- Experience with administrative support, preferably in municipal or emergency services settings
- Proficiency in office software and ability to learn new technologies quickly
- Excellent written and verbal communication skills
- Professional discretion when handling sensitive departmental information
- A collaborative, respectful, and positive approach to workplace relationships
