



Concierge and Personal Assistant Full-Time

Campbell River Region
Campbell River

Tuesday June 30, 2026

\$31 - \$40/ hour (\$ 62,400 to \$78,000)

Company: Broadstreet Properties Ltd

Website: <https://www.broadstreet.ca/careers>

Industry: Management/ Administration

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers>

Expiry Date:

Tuesday, July 14, 2026

Details:

We are seeking a professional, organized, and adaptable Concierge and Personal Assistant to support our family office. Based in Campbell River, B.C., this role combines personal assistant responsibilities with coordination support for the concierge needs of several households. This position plays an important role in helping manage schedules, travel arrangements, events, and day-to-day personal tasks while supporting smooth communication across the family office.

Responsibilities may include coordinating appointments, assisting with travel and leisure planning, and handling administrative tasks. The ideal candidate is personable, dependable, detail-oriented, and comfortable working in a fast-paced environment where priorities can shift quickly. Strong communication skills, discretion, initiative, and a positive attitude are important for success in this role. This opportunity is well suited to someone who enjoys supporting others, is proactive, and can manage multiple responsibilities with professionalism and care.

Your Contributions to the Team:

- Manage a dynamic calendar often accommodating multiple time-zones.
- Coordinate with various internal teams to create extraordinary itineraries and experiences for the Chairman and his guests.
- Source and book events or activities as requested.
- Ensure properties are prepared and appropriately provisioned prior to arrival. Coordinate with household staff, various teams, and service vendors to ensure environments are flawless upon arrival.
- Act as the single point of contact and accountability when “something happens” to ensure needed administration and coordination is completed in a timely manner.
- Handle communications, reservations, gifts, errands, and bespoke requests as needed.
- Support a variety of administrative functions for the family office and individual family members.
- Track expenses,

reconcile receipts, and source cost-saving alternatives without compromising quality. • Maintain strict confidentiality and privacy. • Ensure quality assurance across all experiences, applying attention to detail and a proactive mindset. • Maintain readiness to travel or pivot plans as needed. What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$ 62,400 to \$78,000 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering: • Employer paid extended health, vision, and dental coverage (including family) • Employee and Family Assistance Program • Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • In-house professional development opportunities

Qualifications & Experience:

What you need to be Successful: • Post secondary education in travel, business, hospitality, related field or equivalent experience • 3 plus years in assistant, luxury hospitality, concierge or related role • Experience working in coordination or administrative role that requires a high level of detail-orientation in a fast-paced environment with competing priorities • Able to travel domestically and internationally • Have a flexible schedule and be reachable as needed outside of traditional office hours • Valid class 5 Drivers License with clear abstract • Advanced level of proficiency with MS Office Suite • Possess stellar judgment, sound discretion, and a drive for service excellence • Able to communicate clearly, verbally and in writing tailoring communication to the audience • Trustworthy with confidential information and committed to protecting privacy • Proactive and a self starter who strives to anticipates needs, solve problems independently, and navigates challenges calmly and effectively
