



# Administration Assistant

## Part-Time

Campbell River Region  
Campbell River

Thursday July 9, 2026

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\$21 - \$25/ hour (dependent on training)

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**Company:** Feller Financial Group Inc.

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**Industry:** Finance & Banking

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**Remote/Camp Based Job:** No

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**How to apply:**

Please send your cover letter and resume to [fellerfinancialgroup@gmail.com](mailto:fellerfinancialgroup@gmail.com)

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**Expiry Date:**

Thursday, July 23, 2026

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**Details:**

Work in a professional office environment, in your own office, scheduling, phones, booking and confirming appointments, tracking transactions, creating and maintaining client file systems, email systems Candidate must have: •Neat printing •knowledge of excel •word programs •an open and confident personality is helpful •willingness to learn about financial planning to be effective on the job.

Details •Job is permanent part time, range between 30 and 35 hours.

•Advancement is based on training •top wage is \$30 an hour. •The right candidate must live in Campbell River, work hours are 10 am to 4pm with some flexibility if needed. No weekends, no evenings required.

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**Qualifications & Experience:**

Office experience an asset but not mandatory, must be okay to work alone, be professional, open personality and confidence.

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