



Office Assistant Full-Time

Campbell River Region
Campbell River

Monday July 27, 2026

\$21 - \$25/ hour

Company: Dickson Timber Ltd.

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Send resume to: office@dicksontimberfalling.com

Expiry Date:

Monday, August 10, 2026

Details:

We are a busy logging company looking for an Office Assistant. The successful candidate will be reliable, professional, self motivated and able to handle a variety of administrative tasks. The responsibilities include general office and bookkeeping duties such as: A/R, A/P, Payroll, Reconciliations, Scheduling, Booking Flights to and from camp, Safety, etc.

Qualifications & Experience:

Accounting software ideally Quickbooks Payroll, GST, WCB, Reliable, strategic thinker, mature and professional Well organized and capable of self-managing workload Ideal to have experience in Forestry
