



Administrator Full-Time

Campbell River Region
Campbell River

Tuesday July 28, 2026

\$26 - \$30/ hour (\$ 50,000 to \$ 54,000 per annum)

Company: Broadstreet Properties Ltd

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

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers/administrator-campbell-river>

Expiry Date:

Tuesday, August 11, 2026

Details:

Do you thrive in a role where organization, accuracy, and follow-through matter? Are you the person who keeps details organized, requests moving, and a busy team supported behind the scenes? We are looking for an Administrator to join our Marketing & Communications team. In this role, you will support the day-to-day coordination that helps the department run smoothly. From monitoring the team inbox and helping manage incoming requests to coordinating purchasing, inventory, billing, and payment processes, you will play an important role in keeping work organized and on track. This is a great opportunity for someone who enjoys variety, communicates clearly, and takes pride in supporting strong relationships with internal teams and external partners. If that sounds like you, apply today and take the next step in your career with us. Your contribution to the team includes:

- Undertake daily administrative tasks to ensure the functionality and organization of the department's activities
- Act as primary contact for the team for internal and external customers by managing all email communication
- Assign tasks and keep projects up to date through project management software
- Manage all incoming departmental requests by assigning tasks to appropriate team members in a timely manner
- Organize marketing materials and signage, obtain price estimates, monitor deliveries, and facilitate payments
- Manage department tools to ensure policy/procedure manuals are current and complete, organize files, emails, invoices, budgets, etc.
- Collaborate with other departments on projects
- Provide administrative and accounting support for marketing initiatives, including responsibility for all billing, payments, and invoice reconciliation.

What we offer: Employees enjoy a wide range of benefits and

competitive reward. You will be eligible to receive salary range of \$ 50,000 to \$ 54,000 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 • Employee recognition program • In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful: • One year plus working experience in an administrative, project management or office environment • Post secondary education in business/ marketing or any related studies • Attention to detail • Excellent communication (verbal and written), • Organizational and analytical skills • Ability to adapt quickly to changing priorities and circumstances • Effective deadline management and project organization skills • Proficient with MS Office software (Word, Excel, Teams, PowerPoint and Outlook)
