



# Office Assistant Full-Time

Campbell River Region  
Campbell River

Monday August 10, 2026

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\$21 - \$25/ hour

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**Company:** Dickson Timber Ltd.

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**Industry:** Management/ Administration

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**Remote/Camp Based Job:** No

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**How to apply:**

Send resume to: [office@dicksontimberfalling.com](mailto:office@dicksontimberfalling.com)

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**Expiry Date:**

Monday, August 24, 2026

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**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.

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**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

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