



Administrative Assistant Full-Time

Campbell River Region
Campbell River

Tuesday August 11, 2026

\$21 - \$25/ hour

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Email resume to: jobs@niefs.net Or drop off in person at: 920 Alder Street
Campbell River B.C Please put the Job Title in the subject line. Or fax:

Expiry Date:

Tuesday, August 25, 2026

Details:

ADMINISTRATIVE ASSISTANT: • You are an important part of the operations and perform a wide variety of administration and client support functions. • Your work is professional, timely, and accurate. • Confidentiality is of the utmost importance to you. • Duties include document processing and schedule management, client and supplier relations, and staying ten steps ahead of your leader. • You have a great sense of humour and a strong sense of self. • You are a clear thinker, have an innate attention to detail and are fun to work with. • You are comfortable working on your own and running your own show, while being an extraordinary assistant. Salary is dependent on experience, attitude and aptitude for the industry. Please apply now if you would love to be a part of a growing and creative company, and know you have got what it takes.

Qualifications & Experience:

- You have 1 - 2 years experience in an office environment, with advanced 0365 skills and typing speed.
- You are willing to work in the Campbell River area.
- You are comfortable working in a busy office setting and will work flexible hours if needed.
