



Office Clerk Full-Time

Campbell River Region
Campbell River

Tuesday September 29, 2026

Minimum wage - \$ 20/ hour

Company: Pioneer Home Hardware Building Centre

Industry: Retail & Wholesale

How to apply:

Apply by email to amber.spring@homehardware.ca or in person at 1270 Dogwood Street, Campbell River.

Expiry Date:

Tuesday, October 13, 2026

Details:

Our office clerk is responsible for: balancing the cash sales each day and creating the bank deposit; maintaining sales records by entering data into spreadsheets; accounts receivables; matching invoices to purchase orders and entering into payables software; ordering supplies and picking up coin orders from bank; answering phone calls in a professional manner; and relieving cashiers/assisting at cash as necessary. We offer group benefits to qualifying staff; staff discounts and RRSP matching. Pioneer Home Hardware Building Centre is locally owned and operated and has been operating since 1937. Come and join our team!

Qualifications & Experience:

We are looking for someone with basic math skills; excellent communication skills; a basic understanding of accounting; experience with Excel and creating/using spreadsheets and some cash handling experience. Preference given to those with a Business Administration certificate or diploma. However, we are willing to train the right applicant.
