



# Secretary Part-Time

Campbell River Region  
Campbell River

Thursday October 1, 2026

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\$21 - \$25/ hour (\$25.00 to start DOE)

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**Company:** Michael Oviatt Trucking Ltd

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**Industry:** Management/ Administration

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**Remote/Camp Based Job:** No

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**How to apply:**

Email. michaeloviatttrucking@gmail.com

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**Expiry Date:**

Thursday, October 15, 2026

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**Details:**

-Must be polite, taking online and phone orders. -Processing orders, communicating with staff, Drivers and operators. -Gravel pit operation.

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**Qualifications & Experience:**

Xero online accounting software. Microsoft word, excel. Account receivable, payable.

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