



# Administrative Assistant - Technical Records Part-Time

Campbell River Region  
Campbell River

Wednesday October 7, 2026

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\$21 - \$25/ hour

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**Company:** Sealand Aviation Ltd.

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**Website:** <https://www.sealandaviation.com/>

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**Industry:** Management/ Administration

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**How to apply:**

Please email your resume to [hr@sealandaviation.com](mailto:hr@sealandaviation.com)

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**Expiry Date:**

Wednesday, October 21, 2026

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**Details:**

Part-Time or Full-Time | Temporary Position Sealand Aviation Ltd. is seeking a professional, organized and detail-oriented Temporary Administrative Assistant to provide support to our Technical Records department. This position may be part-time or full-time and is ideal for someone who enjoys working in a professional office environment, has strong administrative and data-entry skills, and takes pride in accuracy and attention to detail. Sealand Aviation Ltd. is seeking a professional, organized and detail-oriented Temporary Administrative Assistant to provide support to our Technical Records department. This position may be part-time or full-time and is ideal for someone who enjoys working in a professional office environment, has strong administrative and data-entry skills, and takes pride in accuracy and attention to detail. Responsibilities Include: - Assist with aircraft technical records and related administrative tasks - Accurately enter, update and maintain records and data - Organize, review and file documentation - Assist with general office and administrative duties - Communicate professionally with customers, staff and other industry contacts - Confident and professional telephone manner, with the ability to answer calls and accurately take and relay messages Provide additional administrative support as required.

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**Qualifications & Experience:**

Skill Set and Experience of our New Team Member must include: - Exceptional accuracy and attention to detail - this is a must - Strong data-entry and computer skills - Excellent organizational and time-management abilities - Professional communication and customer service skills - A positive attitude and willingness to work as part of a team - Ability to maintain confidentiality and handle important

documentation responsibly - Previous administrative or office experience required - Excellent written and verbal communications skills, with strong English spelling, grammar and attention to detail. \*\*Aircraft or aviation experience is an asset Above all, we are looking for someone who takes pride in their work, enjoys being part of a team and brings a positive, professional attitude to the workplace.

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