NIEFS
NORTH ISLAND EMPLOYMENT

Receptionist
Full-Time

Campbell River Region
Campbell River

Tuesday November 3, 2026

$21 - $25/ hour ($22 to $23 per hour)

Company: Broadstreet Properties Ltd

Website: https://www.broadstreet.ca/careers

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at: https://www.broadstreet.ca/careers/receptionist-campbell-river-campbell-river6

Expiry Date:

Tuesday, November 17, 2026

Details:

When it comes to providing a superior customer experience, you’re all about exceeding expectations. You have a friendly, positive attitude and know how to keep everyone happy. You understand that even the smallest details matter and you go out of your way to make sure every one of them is covered. We're looking for a Receptionist to be the first point of contact for our Home Office! The Receptionist is responsible for a wide variety of clerical office duties in support of company administration. The role will greet and screen guests, coordinate front desk operations, including distributing correspondence, answering general inquiries, and managing meeting schedules. The Receptionist will also be responsible for executing all administrative tasks to the highest quality standards. Your contributions to the team include: • Respond to telephone, e-mail, and in-person inquiries from internal and external customers • Prepare and package items to ship on daily basis for multiples departments. • Order and maintain office and boardroom supplies and keep inventory of stock • Arrange and book meetings in boardrooms, off-site conference halls, and other locations; ensure the appropriate presentation equipment is there. • Present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions. • Observe and report any security, maintenance, or cleanliness issues to the Office Manager. • Maintain mailroom, lobby and front reception cleanliness with a high attention to detail • Organize and distribute any mail that arrives to the office • Support daily lunch program operations What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive wages starting from $22 to $23 per hour, this will be determined by your skill set,

education and experience. You will also be eligible to participate in the Company’s benefits program covering: • Employer paid extended health, vision, and dental coverage (including family) • Employee and Family Assistance Program • Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • In-house professional development opportunities Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful: • Post-secondary education in office administration or equivalent • Minimum of 2 years of direct work experience in a receptionist capacity • Adjusts and is flexible to meet changing work needs and demands • Knowledge of supplies, equipment, and/or services ordering • Strong knowledge of Microsoft Office Suite and other software • Able to maintain filing systems and basic databases • Superior telephone manners and strong interpersonal skills • Strong written and verbal communication skills • Professional and confidential at all times

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