Purchasing Administrative Assistant
Full-Time

Campbell River Region
Campbell River

Tuesday November 3, 2026

$21 - $25/ hour ($48,000 to $60,000 per annum)

Company: Seymour Pacific Developments

Website: https://seymourpacific.ca/careers/

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:
Please apply directly at:
https://seymourpacificdevelopmentsltd.applytojob.com/apply/lUKmstaDkY

Expiry Date:
Tuesday, November 17, 2026

Details:
The Purchasing Administrative Assistant will be responsible for supporting the comprehensive communication and efficient flow of all paperwork between the purchasing department and the various divisions it interacts with including construction sites, vendors, accounts payable, and Construction Management. The ideal candidate will be organized, flexible and work effectively in a fast-paced environment providing support to the Purchasing team. Your contributions to the team: • Maintain electronic filing system • Type purchasing agreements, distribute, file electronically and log appropriately • Prepare and modify documents including correspondence, emails, reports, department processes, drafts and logs from clients, business partners, and vendors • Utilize databases/spreadsheets to record information and generate reports • Prepare purchase orders or RFPs • Refer all inquiries to the appropriate individuals, divisions, or departments across the organization • Able to communicate with vendors, head office and site staff • Work in a schedule-driven environment • Communicate regularly with site receivers • Present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions • Monitor inbound shipments as necessary What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary starting from $48,000 to $60,000 per annum, 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 • Employee recognition program • In-house professional development opportunities Why Seymour Pacific? Seymour Pacific Developments is an industry leader in building multi-family homes with unparalleled speed and efficiency. We develop and build over 1000 units a year by leveraging effective teamwork and industry expertise. We offer excellent wages and benefits, as well as a variety of training for employees who are motivated to succeed and want to expand their horizons. Seymour Pacific Developments 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: • Minimum 1 year experience working in an administrative capacity • Proficient with MS Office Suite • Demonstrated organizational skills and confidence using electronic systems • Demonstrated knowledge or previous experience with a purchasing department an asset • Able to build and maintain lasting relationships with corporate departments, key business partners, and customers • Able to effectively communicate both verbally and in writing • Ability and eagerness to work well with others in an extremely fast-paced, demanding and challenging construction office environment, with minimal direct supervision

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