NIEFS
NORTH ISLAND EMPLOYMENT

Finance & Office Administrator Casual

Campbell River Region
Campbell River

Tuesday November 10, 2026

$26 - $30/ hour ($25.00 – $27.00)

Company: MOWI

Industry: Finance & Banking

How to apply:

To be considered for this opportunity with a progressive, growth-oriented company, please submit your resume and cover letter through: https://mowi.com/caw/people/vacancies/

Attachment: Finance Office Administrator.pdf

Expiry Date:
Tuesday, November 24, 2026

Details:
At Mowi, we are proud to be the world's largest supplier of farm-raised salmon. Our Mowi Canada West operations are located on the coast of beautiful British Columbia and Vancouver Island, where we work in partnership with the First Nations communities within whose territories we operate. Our team of 350+ dedicated farmers and processors is committed to producing sustainable farm-raised Atlantic salmon, contributing to food security for our growing global population. The Finance & Office Administrator provides timely administrative support across finance and procurement, with additional responsibilities for front-of-house operations and office administration. The position is primarily focused on accounts payable and accounts receivable functions, while also serving as a first point of contact for visitors and staff and coordinating office supplies and general office needs. Responsibilities: •Finance & Procurement Support: •Process and verify invoices and support timely invoice approvals •Manage the accounts payable inbox and respond to or direct inquiries as appropriate •Assist with accounts receivable invoicing and related documentation •Process employee expenses and claims •Review supplier statements •Maintain and verify supplier information and documentation •Review purchase orders and follow up on outstanding receiving requirements to ensure timely and accurate processing •Assist with credit applications and other procurement-related activities Front Desk & Office Administration: •Serve as the first point of contact for visitors, contractors, and staff, providing a professional and welcoming reception •Manage incoming calls and general inquiries, redirecting as appropriate •Maintain organization of the office, common areas, and meeting spaces •Order and replenish office and kitchen

supplies What We Offer: •Comprehensive flex benefits plan •Employee and family assistance program •Pension plan •Wellness program, including an annual wellness reimbursement •Potential for annual bonus

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Qualifications & Experience:

•Secondary school diploma (or equivalent) is required •Postsecondary education in office administration, business administration, accounting, or a related field is an asset •1–3 years of applicable experience in a finance-related role •Working knowledge of finance support functions, including invoicing and claims processing •Knowledge of office operations, including reception, supply ordering, and general office coordination •Proficient with standard office software, including email, spreadsheets, and document management tools •Strong organizational skills with excellent attention to detail and the ability to manage multiple priorities •Strong communication skills and the ability to interact professionally with staff, vendors, and external contacts •Ability to work independently while collaborating effectively with others

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