NIEFS
NORTH ISLAND EMPLOYMENT

Secretary
Part-Time

Campbell River Region
Campbell River

Thursday November 12, 2026

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

Company: Michael Oviatt Trucking Ltd

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Email. michaeloviatttrucking@gmail.com

Expiry Date:

Thursday, November 26, 2026

Details:

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

Qualifications & Experience:

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