Office Administrator

Full-Time

Campbell River Region
Campbell River

Tuesday November 24, 2026

$21 - $25/ hour ($21-$25/Hr + Benefits)

Company: Dickson Timber Ltd

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please send your resume and a brief note explaining why you would be a great fit for our team to office@dicksontimberfalling.com

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Expiry Date:

Tuesday, December 08, 2026

Details:

Job Title: Office Administrator Location: Office - Campbell River, B.C. Job Type: Full-Time, Permanent (Monday–Friday, 8AM – 4 PM) Compensation: ($21 –25 per hour) + Benefits About Us We are a busy family owned Logging Company, working out of Campbell River and the North Coast of British Columbia. The Role We are looking for a dependable, detail-oriented Office Administrator to keep our daily operations running smoothly. You will be the go-to person for our team and the first point of contact for vendors, employees, and clients. Key Responsibilities • Front Desk & Communications: Direct calls, and manage emails i • Scheduling & Coordination: Coordinate schedules and organize travel on flights and crewboats, help organize barging. • Documentation & Bookkeeping Support: Data Entry, • Payroll, Prepare reports, maintain digital and physical filing systems, and assist with invoicing, expense tracking. What We Offer • Competitive pay • Comprehensive benefits

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Qualifications & Experience:

What You Bring • Experience: 1+ years in an administrative, reception, or office support role. • Tech Skills: Strong proficiency in Microsoft Office (Word, Excel, Outlook) • Organization: Ability to juggle competing priorities, meet deadlines, and spot small details before they become problems. • Communication: Clear, warm, and professional written and verbal communication skills. • Experience with QuickBooks is an asset.
