



1495 Baikie Road, Campbell River, BC V9W0C2 250-287-7571

We're Hiring: Sales & Admin Assistant

Location: Campbell River, BC

Schedule: 32 hours/week, Monday to Thursday

Start Date: June or July 2025

Compensation: \$24 to \$28/hour negotiable upon experience

Gathering Place Trading is growing — and we're looking for a warm, detail-oriented, and organized team member to join our office team.

We're a women-led, values-driven, organic spice, sea salt and tea company based in Campbell River. For 23 years, we've worked directly with farmers and focused on sustainability, quality, and community. Our workplace is progressive, inclusive, and team-oriented — and we take pride in our joyful, efficient, and harmonious culture.

Role Summary

As our Sales & Admin Assistant, you'll help keep things running smoothly behind the scenes. You'll support the sales and office team with exceptional customer service, email and phone communication, invoicing, and administrative tasks.

You'll work in a beautiful and collaborative office alongside a passionate team that values good food, good people, and good systems.

What You'll Do:

- Create and send invoices for wholesale and web store orders
- Download and process web store orders using Shopify
- Respond to customer inquiries with warmth and professionalism
- Track orders and coordinate basic shipping communication
- Enter data into our traceability and accounting software
- Provide general admin support to the QA/Office Manager and Sales team

What You Bring:

- Experience in an office or customer service role
- Strong organizational skills and attention to detail
- Friendly and clear communication (written and verbal)
- Experience with technology and learning new systems
- A can-do attitude and willingness to pitch in
- Alignment with our values around sustainability and collaboration



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Bonus if you have:

- Familiarity with AccountEdge, Shopify, or traceability systems
- A love of food and natural products

What We Offer:

- 4-day work week (Monday to Thursday)
- A flexible team that values work-life balance, including the ability to adjust hours to accommodate personal or family responsibilities
- Extended medical benefits (employee pays 50%, company pays 50%)
- A supportive, kind, and purpose-driven team
- Opportunities to grow with a growing local business

How to Apply:

**Send your resume and a short cover letter to
admin@gatheringplacetrading.com with the subject line "Sales and Admin
Assistant Application – Your Name."**

Applications will be reviewed on a rolling basis. Position open until filled.