



Hybrid Data Entry, Office Admin and Bookkeeping

Forestry Management company is looking for an individual for contract work with a potential for either full time or part time, that has the following skill and attributes.

- Min 2 yrs office experience with great problem-solving abilities
- Must be good with numbers and extremely accurate with data entry
- Intermediate knowledge of all aspects of MS365, especially excel, word an outlook and must be a fast learner
- Excellent communication skills, both written and oral, must be fluent in English
- Proficient and accurate data entry and the ability to review and analyzing data
- Multitasker, highly organized, accurate and communicative.
- Positive can-do attitude and willing to pitch in where needed regardless of task
- General booking or accounting course would be an asset.
- Live locally or ability to commute to office in Campbell River
- Rate of pay \$18-25/hr depending on skill set
- Hours 8 am – 5 pm 1 hour lunch
- Onsite parking
- E-mail resumes to info@capfor.ca
- No phone call