



The Opportunity – Office Administrator/Finance Assistant

Pacificus Biological Services is looking for passionate and qualified **Office Administrator/Finance Assistant** to join our team at our Campbell River office. This position involves executing a variety of activities to support an office of incredible team members while reporting to the Finance and General Managers and can be set up as either a full-time or part-time position for the right individual.

What You'll Be Doing

- Bookkeeping and payroll support
- Finance support – accounts receivable, accounts payable, and reconciliations
- Filing and document management
- General reception
- Project tracking
- Equipment and office inventory
- Travel bookings
- Facility management

What You'll Bring

- Hands on knowledge of Sage Accounting system or similar software
- Familiarity with CaseWare accounting software and Dayforce Powerpay payroll an asset
- Proficiency with Microsoft Office
- Strong organizational, verbal, and written communication abilities
- Attention to detail
- Strong ability to multi-task in busy office environment
- 1-2 years previous experience
- Excellent client service, problem solving, and teamwork skills
- Valid drivers license

Why Choose Pacificus

Pacificus is a well-established and innovative environmental consulting company with an array of registered professional biologists, biologists, and technologists on our team that conduct assessments, provide recommendations, and assist clients through their





development and research projects across Vancouver Island and throughout Coastal BC. With a head office in Port Hardy and second office in Campbell River, staff work collaboratively to provide our professional services and expertise in freshwater and marine coastal ecosystems to a variety of clients.

What's In It For You

- Opportunities for professional growth and training
- Cell phone allowance
- Comprehensive benefit plan
- Annual company retreat
- Salary range \$25 - \$30/hour depending on experience

How to Apply

If you meet the above qualifications and would like to join the Pacificus team, please send your resume, cover letter, and references (Attn: Jennifer Russell) by email to hire@pacificus.ca or through our website at www.pacificus.ca.

Closing Date: November 18, 2026.

