



Ocean Pacific Marine is the largest marine store and boatyard on Northern Vancouver Island, serviced by a 110ton Marine Travelift. Ocean Pacific Marine has been providing parts and service to recreational boaters and commercial vessels in the Campbell River area since 1985. Boatyard projects vary in scope from local recreational & commercial vessels to Department of National Defense & Canadian Government vessels including Coast Guard & RCMP.

We are currently recruiting for an Administrative Assistant. The ideal candidate will be able to assist in the boatyard and accounting offices by providing support to project managers, boatyard administrator, and accounting department.

Come join our dedicated & enthusiastic team as we continue to grow this thriving business.

Responsibilities:

- Assist with project invoice preparations and balancing
- Assist with building estimates
- Assist with project tracking
- Provide general admin support to Management Team as required
- Assist boatyard administrator with vessel scheduling and records
- Assisting in various daily operations not limited to: Sending emails, coordinating meetings, managing documents and files
- Assist with general computer updates and maintenance

Qualifications, Knowledge & Skills:

- Excellent administrative skills are required
- Excellent Microsoft Office skills required, must be specifically skilled at Microsoft Excel
- Excellent written and verbal communication skills
- Accounting & Bookkeeping training and/or experience will be an asset
- Basic knowledge of Marine Vessels and Parts will be an asset

This is a full-time position with a competitive salary and benefits package

www.oceanpacifichmarine.com

Send resume to laurak@oceanpacifichmarine.com

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