

Stz'uminus Summer Job Opportunity

- Job Title:** Admin Assistant (1 position)
Pay: \$18.25 per hour
Contract: 8 Weeks Term, starting June 29, 2026
Hours: Mon to Thurs, 35 hours per week
Location: Ladysmith, BC

About The Role

The Administrative Assistant will provide general office support, including clerical tasks, data entry, and customer service. This role is ideal for students looking to gain administrative and organizational skills.

Responsibilities

- Answer phones and respond to emails.
- Assist in maintaining and organizing office files.
- Support the preparation of documents, reports, and presentations.
- Greet visitors and direct them to the appropriate staff members.
- Perform other clerical duties as assigned.

Qualifications

- Must be between 15 and 30 years of age **at the beginning** of the employment.
- Must have a valid Social Insurance Number at the start of employment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong communication and organizational skills.
- Professional demeanor and customer service skills.

SFN is committed to respecting diversity within our workforce; preference will be given to individuals who identify as First Nations, Inuit, or Métis.

How to apply

Please send your application to alan.francis@stzuminus.com, with subject, as title of the Job applied for.

For more information about us, please visit: [Stz'uminus \(stzuminus.com\)](http://Stz'uminus (stzuminus.com))