

Temporary Part-Time Office Administrator (SW1)

We are Arbutus Grove Nursery, a family owned, and operated nursery based on Vancouver Island. We specialize in growing containerized seedlings for reforestation, serving forest companies, government agencies, First Nations bands and woodlot owners throughout British Columbia and the Pacific Northwest. We also provide services such as seedling storage and seedling delivery, ensuring that our seedlings are in prime condition to grow healthy and strong. We are a team of 14 year-round full-time employees with a seasonal workforce of up to 70 extra people during our peak time.

We are expanding our team and are looking for a **Temporary Part-Time Office Administrator – Payroll** to join our team.

Duties: The **Temporary Part-Time Office Administrator** will provide support payroll during our busy season. This position work 8-15 hours a week from October to March.

Duties will include data entry, compiling reports, scheduling, taking meeting minutes, filing, scanning and other various administrative duties.

Requirements: Candidates must be proficient in Microsoft Office including Access, PowerPoint and Publisher.

Hours and Workdays: There is some flexibility regarding days and hours of the week worked, however Candidates must be able to work every other Saturday. Flexibility may be required on occasion.

Compensation: This position pays \$13.85-\$15.85 per hour based on experience.

To Apply: Please submit a cover letter and resume by email to employment@arbutusgrove.com