



Box 1089  
1661 Cedar Road  
Ucluelet, B.C., V0R 3A0  
Phone/Text: 250 266 0511



**Date: April 23, 2022**

**Schedule:** Full-time

**Starting wage:** Wage & Benefits package will commensurate with Education and experience.

**Job Title:** Administrative Assistant

**Job Details:** Ucluelet Harbour Seafoods, a division of Pacific Seafood, one of the leading seafood Processing Companies in North America, with operations in Western Canada as well as the United States, has an opening for the Full Time permanent position of Administrative Assistant for its operation in Ucluelet, BC.

Reporting to the Personnel Coordinator, the Administrative Assistant will be part of a progressive and dynamic Admin team responsible for providing support to the various admin functions associated with the daily activities of the Plant Operation.

Ideally the successful candidate should have a grade 12 education and further education / experience in the field of business, however, flexibility on qualifications available for the candidate that has the interest / initiative to succeed and learn new tasks while building a career with a great company in the field of business administration, including purchasing, personnel, shipping logistics and accounting; training will be provided; Computer skill would be a definite asset; Definite opportunity for promotion within.

All combinations of equivalent education and experience will also be considered.

**How to Apply:**

Interested persons must apply, in writing to:

Ucluelet Harbour Seafoods Ltd

PO Box 1089

1661 Cedar Road

Ucluelet, BC

250 266 0511

709 690 8836

[ghardy@pacseafood.com](mailto:ghardy@pacseafood.com)

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