



JOIN OUR TEAM

Position Title: Office & Operations Assistant

Department: Administration & Operations

Location: Ucluelet, British Columbia

Employment Type: Full-Time

1. Company Overview

Canso Contracting is Ucluelet's premier west coast inspired construction company, specializing in coastal renovations, carpentry, and construction. We are dedicated to quality craftsmanship, sustainability, and exceptional client service, utilizing locally sourced Vancouver Island materials to highlight our designs and client satisfaction.

2. Position & Schedule

Title: Office & Operations Assistant

Primary Work Schedule: 32 Hours

Three tiered approach to provide a little flexibility to your life.

- Monday to Thursday: 8:00 AM - 4:00 PM
- Monday to Thursday: 8:30 AM - 4:30 PM
- Monday to Thursday: 9:00 AM - 5:00 PM
- Remote Work Component: 4 hours per week to be completed at your convenience between Friday Day and Sunday Evening.
- Microsoft Windows i7 Surface Laptop for home and office use.
- Personal Office Space located in Ucluelet.

3. The Opportunity

This is an excellent entry-point role for someone looking to build a career in office administration and operations. You will be a vital support pillar for our team, assisting with daily office functions, communication, and project coordination. We are committed to investing in the right person and will provide specific, hands-on training in both office systems and the carpentry and renovation industry. This is a fantastic opportunity to learn, grow with a local business, and develop a long-term career.

4. Qualifications and Requirements Education

- A high-school diploma is required.
- A post-secondary certificate or diploma in Office Administration, Business, or a related field is an asset, but not required. We value a strong work ethic and a willingness to learn above all.
- Proficiency with computers is a requirement.

5. Experience

- 1-2 years of experience in an office, customer service, or administrative support role is preferred.



JOIN OUR TEAM

- New graduates with a positive attitude and a desire to learn are encouraged to apply.

6. Technical Skills

- Basic proficiency with Microsoft Office Suite and an ability to learn new software quickly.

7. Soft Skills

- Strong organizational and time-management skills.
- Good written and verbal communication skills.
- A proactive and helpful attitude, with a focus on getting things done.
- Ability to maintain professionalism and confidentiality.
- A team-player mindset, eager to support colleagues and contribute to a positive work environment.

8. Your Compensation and Benefits - Starting 2 Year Growth Path

- Hourly Wage starts at \$27.50 per hour
- Christmas Bonus of an extra 1 week's pay.

→ After 6 Months

- Tier 1 Benefits Begin:
- Home Office Stipend: \$25/month
- 1 Paid Personal/Wellness Day per year

→ After 1 Year

- Hourly Wage: \$30.00 per hour

→ After 1.5 Years

- Additions: + 1 Additional Personal/Wellness Day (2 total per year)

→ After 2 Years

- Hourly Wage: \$32.50 per hour
- Tier 2 Benefits Begin:
- Fully Company-Paid Health & Dental Insurance
- Access to a \$250/year Professional Development Fund for skill-building courses.

→ Future Pathway: Eligibility to be considered for advancement into more senior roles, as Operations & Executive Support Specialist within the company, based on performance and skill development.

- Increased benefits, profit sharing, Employer 3% RRSP Match, plus more provided upon advancement with the company.

9. Social Media:



JOIN OUR TEAM

IG: @uclueletcarpenters

Facebook: @cansocontracting

Google: <https://share.google/eaoNlaHbl2eQB9nXp>

10. How to Apply

Please email your resume and cover letter to: Admin@CansoContracting.com

Subject Line: Office & Operations Assistant

A Note on Your Value With Us:

We believe in providing a strong foundation for a rewarding career. This role is designed to help you build essential skills while contributing to our team's success. We offer more than just a job—we offer a path for growth, stability, and a healthy work-life balance.

Building Your Foundation: Your schedule includes built-in flexibility to help you maintain a sustainable balance between work and personal life. We provide the tools and training to help you succeed and feel confident in your role.

Growing With Canso Construction: We are invested in your growth. With access to professional development funding and hands-on training, you'll have the opportunity to build a valuable skill set that serves your career goals.

Your Future Here: We see this as the start of a long-term partnership. As you grow and develop, so will your opportunities within the company. We are committed to recognizing your contributions and supporting your journey.

Dan Lehr

Canso Construction

Ucluelet, BC