



JOIN OUR TEAM

Position Title: Operations & Executive Support Specialist

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: Operations & Executive Support Specialist
- 32 Hours Primary Work Schedule: Monday to Thursday: 8:00 AM - 4:00 PM
- 8 Hours Remote Work Component: 8 hours per week to be completed at your convenience between Friday and Sunday.

Three tiered in-person office time approach for you to choose from, to provide a little flexibility to your own 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: 8 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. Compensation & Probationary Period

- Starting Hourly Wage: \$30.00 per hour
- Probationary Period: The first three (3) months of employment will constitute a probationary period to ensure mutual fit.
- Overtime: Any hours worked over 40 hours per week will be paid at the applicable overtime rate as per BC Employment Standards Act.



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- Company Computer: Microsoft Windows Microsoft i7 Surface Laptop for home and office use. Tri-Screen for in-Office use.
- Personal Office Space.

4. The Opportunity

This is a unique and integral role that blends office administration with hands-on project support. You will be the central hub for our operations, ensuring smooth communication, accurate estimating, and seamless project setup. We are committed to investing in the right person and will provide specific, hands-on training in the carpentry and renovation industry. This is a fantastic opportunity to grow with a local business and build a long-term career.

5. Key Responsibilities

1. Client Communication: Serve as the friendly and professional first point of contact for new and existing clients via phone, email, and in-person.
2. Project Estimating: Assist in preparing detailed project estimates and quotes using our software systems (training provided).
3. Onsite Client Visits: Accompany the owner to client homes for initial consultation and estimation visits. You will take notes, measure, and help develop the project scope.
4. Material Ordering: Source, order, and track all necessary materials and supplies for upcoming projects, ensuring we have what we need, when we need it.
5. Administrative Support: Manage schedules, coordinate appointments, maintain project files, and handle other essential office tasks to keep our business running smoothly.

6. Qualifications and Requirements

- Education: Post-secondary diploma or degree in Business Administration or Analysis, Operations or Hospitality Management, or a related field is preferred. An equivalent combination of education and/or experience is also considered. Proficiency with computers is a requirement.
- Experience: Minimum of 5 years of experience in a similar role combining executive support, operations coordination, and business analysis.
- Technical Skills: Proficiency in Microsoft Office Suite, Google Workspace, social media business analytics, and quick to adapt to any new provided technologies.
- Soft Skills:
 - Exceptional organizational, time-management, and prioritization skills.
 - Superior written and verbal communication skills. (Grammar is important!)
 - Strong analytical and problem-solving abilities.



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- High degree of professionalism, discretion, and confidentiality.
- Proactive, self-motivated, and able to work effectively with minimal supervision.

7. Your Compensation and Benefits Growth Path

Starting (Months 0-3)

- Hourly Wage: \$30.00

→ After 6 Months

- Tier 1 Benefits Begin:
 - Home Office Stipend: \$40/month
 - Travel Allowance: Reimbursement for travel between job sites at the CRA rate.
- Additions: + 1 Paid Wellness/Personal Day per year

→ After 1 Year

- Hourly Wage: Increases to \$32.50
- Christmas Bonus of an extra 1 weeks pay (one bonus 1-week pay period).

→ After 2 Years

- Tier 2 Benefits Begin:
 - Fully Company-Paid Health & Dental Insurance
 - \$750/year Professional Development Fund (with potential for additional funding)
- Christmas Bonus of an additional 1 weeks pay (one bonus 2-week pay period).
- Additions: + 1 Additional Wellness Day (2 total per year)

→ After 3 Years

- Hourly Wage: Increases to \$35.00.
- Additions: Group Life Insurance is added to your Tier 2 benefits.
- Additions: + 1 Additional Wellness Day (3 total per year)

→ After 4 Years

- Eligibility for Profit-Sharing Bonus or 3% Employer RRSP Match

→ After 5+ Years

- Always room to grow with us. It doesn't stop here. When we succeed, you succeed. That's how we all get ahead, and we all grow together.



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8. Social Media:

- IG: @uclueletcarpenters
- Facebook: @cansocontracting
- Google: <https://share.google/eaoNlaHbl2eQB9nXp>

9. How to Apply

If you are an organized people-person looking to start a rewarding career with a hands-on local business, we would love to hear from you! Please email your resume and cover letter to:

Admin@CansoContracting.com

Subject Line: Operations & Executive Support Specialist Application

A Note on Your Long-Term Value With Us

We want to highlight how this role is designed to support you beyond the day-to-day. We believe a career should offer more than a salary—it should provide genuine growth, stability, and flexibility. Here's how we aim to deliver that:

Autonomy and Balance:

Your schedule has been structured to offer meaningful flexibility, allowing you to manage professional responsibilities while maintaining space for personal time. We've built this role to support sustainability—both in your work and in your life outside of it.

Growing Your Skills:

We're invested in your development. With access to dedicated professional development funding, you'll have the opportunity to expand your capabilities in ways that serve your career here—and beyond.

Long-Term Security:

Your financial well-being matters to us. In addition to a clear compensation path, our benefits are designed to help protect your savings and build future security through structured, company-supported plans.

We see this as a long-term partnership—one where you can grow with confidence, knowing you're valued not just for your work, but for your potential.

Dan Lehr

Canso Construction

Ucluelet, BC