

OFFICE ASSISTANT (PERMANENT PART-TIME)

Employer: Live To Surf

Job Location(s): Tofino

Number of Positions: 1

Start Date: ASAP

Schedule: Permanent Part Time

Pay Rate: Starting at \$21/hour

Do you have meticulous attention to detail, enjoy working with numbers and have a passion for surfing?

Local housing is helpful. Please note, this is an on-site position.

The Live To Surf Culture

A cornerstone of the Tofino surfing community since 1984, Live To Surf is a family-owned and operated business that values every individual. We strive to maintain a motivating and empowering work environment, embracing and welcoming all customers and team members into a non-intimidating atmosphere. We appreciate initiative and recognize those willing to embrace learning and responsibility directed toward company improvement and growth.

Job Purpose

As a Permanent Part Time Office Assistant you will bring strong organizational skills, a keen eye for detail, and an interest in numbers and record-keeping. This role includes bookkeeping responsibilities and occasional support for our rental and retail team. This is an **on-site** position in Tofino, and local housing is helpful. A flexible schedule is necessary, as weekend and holiday shifts may be required.

Skills and Qualifications

- A warm, positive and reliable attitude.
- Strong attention to detail and organization.
- Able to work independently.
- Experience in customer service is beneficial.
- Experience in bookkeeping duties is an asset.
- Adaptable and ready to help wherever needed.
- Excellent communication skills.

Your Responsibilities

- Perform bookkeeping and general administrative tasks with accuracy and care.
- Communicate clearly with team members and customers.
- Support the retail and rental teams when needed.

Working conditions

Flexibility to multi-task in a fast-paced work environment, indoors and outdoors in all weather conditions with frequent use of stairs, and other physical tasks when called to assist customer service team such as lifting, washing and carrying surf rental equipment throughout the day. Working some weekends and holidays is required.

How To Apply

Please send your resume and cover letter to [**jobs@livetosurf.com**](mailto:jobs@livetosurf.com)