ONSITE 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 numbers and have a passion for surfing?
Do you have local accommodation?
Do you thrive on the energy of a vibrant, in-person workspace and excel when working independently to drive tasks forward on your own?

We are seeking a surfing enthusiast with local accommodation to provide office assistance in the shop, 4 days/week, 5 hrs/day

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 email your resume and cover letter to **jobs@livetosurf.com OR drop off in person.**