



Arbutus RV & Marine Sales LTD is an exciting, progressive and award-winning company that for nearly 30 years has been helping Vancouver Island & BC residents to: "Discover 'Their' Freedom Today!". With 5 Vancouver Island Locations and over 700 new and used RV's on display, we're proud to be Vancouver Island & BC's largest RV Dealer! All 5 our locations, host a Sales, Parts and Full-Service Department.

Our philosophy is simple: to employ dedicated, capable people; give them the tools and skills to succeed, which in turn allows them to provide outstanding customer service. Arbutus RV with its history of growth is evidence that employee commitment to excellence is our greatest asset.

B.C.'s fastest growing RV Dealer Network currently has the following position available:

Administrative Assistant - Nanaimo Location

Job Summary

Experienced Administrative Assistant is required immediately for our busy RV Dealership located in NANAIMO. Arbutus RV has 5 Vancouver Island Locations.

This support role provides administrative assistance to the Branch Manager and Sales Team, as well as reception. Responsible for a wide variety of administrative support tasks including, but not limited to: data entry and database maintenance, overseeing office maintenance, office supplies, receiving and responding to telephone inquiries and visitors to the RV Sales Lot.

Proficiency in MS Office programs including Excel and Word is necessary. The willingness and ability to adapt to new technology and programs is of benefit.

We Offer:

- Above average wages
- Extended Medical & Dental Program
- A RRSP Program
- A friendly fun work atmosphere

Job Type: Full-time

Please submit resume to the [Nanaimo Manager](#)

Only those shortlisted will be contacted.

If there is a position that is not posted and you are interested in, please send in your resume with a brief description of that role and we will contact you when an opening becomes available.