



Temporary Receptionist

Alitis Investment Counsel
Campbell River, BC

Alitis Investment Counsel is seeking a Temporary Receptionist to join our Campbell River office on a part-time basis. This role is to cover a temporary leave of absence and will provide essential front office support. The ideal candidate will be professional, courteous, and able to manage basic administrative tasks efficiently.

Responsibilities:

- Answer and direct phone calls
- Greet clients and visitors with a professional and welcoming demeanor
- Pick up mail and coordinate courier services
- Perform office supply runs as needed
- Provide general support to the administrative and portfolio management teams

Candidate Requirements:

- Strong communication and interpersonal skills
- Professional and polite demeanor
- Ability to prioritize and manage multiple tasks
- Basic computer skills (Microsoft Office preferred)
- Awareness of client privacy and confidentiality

Position Details:

- **Type:** Temporary, Part-Time
- **Hours:** Monday to Friday, 25-40 hours per week
- **Compensation:** \$18.00
- **Location:** Campbell River, BC
- **Start date:** As soon as possible

How to Apply:

Please submit a resume and cover letter outlining your relevant experience to careers@alitis.ca with the subject line "Temporary Receptionist." Applications will be accepted until the position is filled.

About Alitis Investment Counsel

Providing endowment style portfolio management, coupled with comprehensive wealth planning services, is the core offering of the firm. Our team of professionals operates with an entrepreneurial spirit that is client focused and team based. Client testimonials and excellent client retention rates demonstrate that our relationships are enduring and a hallmark of the Alitis brand.



We are an Island-based and employee-owned discretionary portfolio management firm with offices in Campbell River, Comox, and Victoria. Alitis takes a holistic approach to wealth management and financial planning services. With a team of highly experienced Portfolio Managers, Financial Planners, and Insurance specialists, Alitis has established a solid track record of success as both an independent Portfolio Manager, and as an Investment Fund Manager.

Alitis is an equal opportunity employer. We are committed to creating a diverse environment. All applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

We thank all those who apply; however, only shortlisted candidates will be contacted.