Posting date: October 1, 2026

Position Opening:

Administrative Coordinator

Full-time, permanent

Location: Kamloops, BC

Are you interested in *beef*, *ranching* or the *agriculture* sector in British Columbia?

The British Columbia Cattlemen's Association (BCCA) is seeking a service-oriented administrative professional to fill the role of **Administrative Coordinator**. To fit the BCCA team:

- *You are motivated to make a difference in the everyday lives of BC's ranchers*
- *You are skilled in maintaining excellent client relationships*
- *You pride yourself on being helpful and service-oriented*
- *You deliver outcomes that are timely and fiscally responsible*
- *You aren't easily surprised or stressed, keeping calm at all times*
- *You contribute to a positive, no drama workplace*
- *You pull for the team but still know how to get work done autonomously*
- *You have a sense of humour, not taking yourself too seriously*

And specific to this role:

- *You are detail-oriented and can work highly independently*
- *You have some understanding of the beef cattle industry*
- *You have some post-secondary training in administration*
- *You are proficient in Microsoft Office, Microsoft Teams, Zoom, and Google Workspace and can type 50+ WPM*
- *You exercise discretion and understand the importance of confidentiality*
- *You demonstrate strong customer service skills with professional telephone etiquette*
- *You have some knowledge of non-profits, including the dynamics of board governance*
- *You are an excellent listener that can effectively manage competing priorities*

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Position overview

The **Administrative Coordinator** is an entry-level position within the Association. This is a full-time, permanent position.

Reporting to the General Manager or designate, the **Administrative Coordinator** provides administrative support to BCCA operations by delivering a professional, member-centered service experience.

This role supports the BCCA team by managing daily administrative tasks, including answering phones, scheduling, and organizing documents. The **Administrative Coordinator** will also plan events including: booking venues, coordinating guest services, catering, preparing documentation, recording meeting minutes and follow up as needed. The **Administrative Coordinator** also prepares detailed reports, inputs and reviews data using spreadsheets and supports the finance function, e.g. processing payments, AR/AP data entry and invoice preparation.

How to apply

The preferred application process is to forward **a resume and detailed cover letter outlining your pertinent qualities and qualifications** to Anna Marie White at careers@cattlemen.bc.ca

BCCA is committed to the principle of equal employment opportunity for all employees and to providing a safe and supportive work environment, free of discrimination and harassment. As such, all applicants are considered for employment without attention to race, colour, religion, age, sex, sexual orientation, gender identity, national origin, disability, genetic characteristics, marital or family status.

This position offers a competitive compensation and benefits package including extended health benefits, dental coverage and 5% matching RRSP. The hourly rate ($27.47 - $31.32) depends on qualifications and experience.

We thank all applicants for considering the BC Cattlemen's Association for employment. Please note:

- Incomplete applications will not be processed.
- Short-listed candidates may undergo verification of their credentials, as required.
- This is a full-time (35 hrs) in office position.
- Office is located near Kamloops, BC.

Start date: Immediate

Applications will be accepted until the position is filled.