



Agassiz Seed Farm Ltd. - Administration Assistant

Organization

Agassiz Seed Farm Ltd is a successful seed farm located near Homewood, MB specializing in wheat, oat, soybean, and edible bean seed production for over 45 years. The farm operates as a seed grower, processor, retailer, and warehouse. Agassiz Seed Farm is proud to be family-owned and operated with a farming history of over 100 years. We are a key Bayer soybean processing partner and distributor in Manitoba.

We are currently looking for an individual who is self-motivated, reliable, organized, and results driven to fill the position of Administration Assistant. Effective communication, time management, record keeping, attention to detail, and problem-solving skills are required to excel in this position.

Main Responsibilities and Duties

- First line of response to telephone, email and in-person inquiries from clients, business partners, and other parties
- General office administration – transferring phone calls, picking up and sorting mail, organizing and filing documents, maintaining office supplies
- General bookkeeping duties under direction of Financial Controller
- Prepare and verify shipping documents for truck drivers as required
- Assist in managing inventory regarding receiving and shipping documents
- Help develop and maintain HACCP/SQF programs and Standard Operating Procedures in a team setting
- Adhere to office policies and procedures

Requirements

- High School Diploma or GED
- Experience in an administrative position
- Excellent written and verbal skills
- Computer literacy, including Microsoft Office
- Must be able to stay on task, and work well in a team environment
- Preference given to applicants with
 - Bookkeeping and-shipping/receiving and/or HACCP/SQF/GMP experience.
 - QuickBooks and SAP experience would be considered a strong asset but willing to train
 - Strong focus on food and workplace safety

Why work for Agassiz Seed Farm

- We offer a competitive salary based on years of experience
- Performance bonuses
- Company Benefits, Health, and Dental Plans
- Daytime hours, 40 hours per week, with the exception of a few Saturday mornings during peak times
- Well established family run business with many long term employees
- Safe, Active, Rural Lifestyle located near the Town of Carman

Qualified candidates should submit their resume by email to: info@agassizseedfarm.com by February 2nd, 2024.

We appreciate all applications. However, only those considered for interviews will be contacted.