



Job Description:
Administration/Shipping Clerk

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. We are a key Bayer soybean processing partner and distributor in the province. Agassiz Seed Farm is proud to be family-owned and operated with a farming history of 100 years plus.

ROLE SUMMARY:

The Administration/Shipping Clerk will be responsible for administrative duties, shipping and receiving processes, while tying in financial support. This person will be responsible for the performance of a variety of duties from accurate Bayer data entry, freight documentation, to inventory management. Overseeing these key areas of our operation will ensure the smooth and efficient running of our company.

JOB RESPONSIBILITIES:

- As a front-line worker, present a positive and professional image of the organization to clients, business partners, suppliers, and visitors.
- General office administration – transferring phone calls or taking messages, picking up and sorting mail, organizing and filing documents
- Prepare, track and invoice shipping documents
- Accurate and timely entry of Grower Data into SAP Software while collaborating with key team members
- Assist in managing inventory from incoming and outgoing shipping documents
- Ensure timely packaging and shipping of samples
- Adhere to office policies, procedures, and safety regulations.
- Contributes to team effort to accomplish optimum performance results

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 experience
 - QuickBooks and SAP experience would be considered a strong asset but willing to train

WHY WORK FOR AGASSIZ SEED FARM INC.

- We offer a competitive salary based on years of experience
- Company Benefits, Health and Dental Plans
- Daytime hours, 40 hours per week
- 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: murray@agassizseedfarm.com . We appreciate all applications. However, only those considered for interviews will be contacted. Job will remain open until awarded.