

Administrative Assistant

The Administrative Assistant will co-ordinate with the Office Manager on duties and tasks that need to be done on an ongoing basis. Duties include, but are not limited to the following:

Shipping/Receiving for Sales Team Direct orders and Online orders:

- Responsible for coordinating and maintaining courier orders
- Process all customer orders (order, pack, ship)
- Maintain shipping materials and shipping room
- Tracking client shipments till delivery
- Contact clients to confirm items etc.
- Matching p/o's with received inventory, packing slip
- Tracking incoming items and shipping costs

Inventory:

- Update and maintain various office inventory lists
- Communicate regularly with team to ensure appropriate parts etc. are available
- Monthly inventory spot counts
- Yearly full counts and reports on inventory

Marketing Materials/Tradeshows/Conference Preparation:

- Review needs with sales team for continuous tradeshows throughout year
- Packing show boxes, updating when needed
- Compiling all tradeshow item requirements ensuring team members have all items necessary

General Office:

- Maintain general cleanliness of office
- Client Binders and SOP Binders: file, maintain and update as needed

A few attributes to be successful in this position:

- Excellent organizational abilities
- Attention to detail, accuracy and quality performance and able to multitask
- Flexibility due to seasonal fluctuations and company growth
- Ability to adjust last minute changes in scheduling and priorities
- Professional verbal and written communication skills
- Time management, communication and priority setting skills in order to meet deadlines

Interested candidates are encouraged to apply with cover letter stating interest and resume to

Please send us your cover letter and resume by email:

Ag Business and Crop Inc.

Email: accounting@agbusiness.ca

We are dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. We are committed to providing a barrier free workplace. If accommodation is required during the selection or interview process it will be available upon request. This job posting is available in an accessible format upon request.

We thank you for your interest, however, only those candidates selected for an interview, will be contacted. No agencies please.