

JOB POSTING DETAILS

Employer	Penokean Hills Farm	Job Type	RI
Job Title	Administration and Sales Assistant	Duration	NA
ES Job ID	13164	Location	Bruce Mines
Date Posted	August 10, 2022	Closing Date	August 31, 2022

Job Overview - Description & Duties

Administration and Sales Assistant (\$20-\$24/hr depending on experience)

Penokean Hills Farms' new abattoir is near completion, and we are looking for talented, reliable, and hard-working individuals. People who want to make Penokean Hills Farms their career choice and join our team at the new Bruce Mines facility.

We are looking for an Administration and Sales Assistant who is eager, safety-conscious, and dependable with a positive attitude. We offer an excellent work environment with competitive wages and wonderful work culture.

As the Administration and Sales Assistant, you'll be an integral member of our administration team, supporting our Bookkeeper with the composing of various reports and ensuring the filing of important documentation. You will also support our Sales Manager to build an effective, happy, and cohesive brand through prospecting, customer orders, and building an online presence. You share our eye for detail, our focus on continuous improvement, and our commitment to quality.

Main duties:

- Reporting to the Bookkeeper, the administrative assistants will type, file, handle mail, answer phones, and perform other jobs critical to office operations
- Serve as the point of contact for sales representatives who are out in the field meeting clients and making sales. You will also process orders submitted by sales reps, check orders for accuracy, create shipping labels, print out packing lists, send out invoices, and check credit lines
- Create, promote, and maintain our online marketing platforms, including social media and website updates
- Able to work in a fast-paced environment, think, and react quickly and adhere to workplace health and safety requirements
- The ability to work independently with little supervision

Required Skills

- Office Administration Diploma or equivalent or completion of post-secondary schooling
- Strong computer skills (Microsoft Office - Excel, Word, PowerPoint)
- Experience with online marketing and social media
- Ability to work under pressure and meet tight deadlines
- Previous administration experience is a plus
- Commitment to safety
- Attention to detail and working well with others
- Enthusiasm and willingness to learn and develop
- Critical thinking, significant use of memory, and continuous learning
- Excellent organizational and decision-making skills
- Reliability/ Dependability

Other Requirements

NA

How to Apply

To apply, please send a resume to nick@phfarms.ca and chris@phfarms.ca with the job title in the subject line.

Visit us at www.phfarms.ca for more info about us.

Penokean Hills Farms is committed to providing accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants are asked to make their needs/requirements, for accommodation under AODA, known to Human Resources when they are contacted for an interview