THOMPSONS
POSITION VACANCY

POSITION: ASSISTANT BRANCH MANAGER

LOCATION: PAIN COURT, ONTARIO

Focus of the Assistant Branch Manager position:

- Leadership within the location team, to assist the Branch Manager in establishing and meeting the branch business growth goals
- Leadership in coaching the team to grow the customer and prospective customer business using the Thompson Strategic Plan
- Leadership to assist in maintaining quality assurance and safety standards

Duties and Responsibilities:

- Actively pursue new customers, while maintaining current customer base
- Developing and growing seed sales volume
- Increasing IP contracted acres and maintain IP grower base
- Crop origination (both off farm and into elevator)
- Fertilizer, crop protection, seed recommendations
- Promote agronomic solutions by use of precision ag technologies
- Assist in organizing and dispatching fertilizer equipment and deliveries
- Recommend and assist with customer promotions, plot tours, presentations etc.
- Assist with grading of all crops delivered to the elevator
- Understand and assist with quality assurance functions on both inbound and outbound products
- Assist the Branch Manager to ensure HACCP policies and procedures, SQF 2000, Level 3 policies and procedures are followed
- Servicing of customer's accounts - credit issues, etc.
- Retail product inventory control
- Customer service and trouble shooting
- Assist the Branch Manager in organization of branch operations and setting and attaining branch goals
- Actively participate in all aspects of branch safety ensuring all safety policies and procedures are followed i.e. safe work practices, training, meetings, record keeping
- Assist with branch team building and coaching
- Assist with completion of the staff annual performance reviews

Special Job Requirements:

- Aptitude for customer relations, ability to build trust
- Strong communication skills
- Strong organizational skills
- Excellent “people” skills and motivational abilities
- Understand Thompsons Strategic Plan
- Advanced personal computer skills (Word, Excel and PowerPoint)
- Willing to work overtime during the peak periods
- Willing to participate in training as required
- Ability to understand administration requirements and functions
- A high level of customer service is essential

Qualifications Required:

Ideal candidates will be graduates from a recognized post secondary agricultural program with a minimum of four years experience in agricultural sales. Possession of or the ability to obtain a CCA designation will be considered an asset. Experience in Precision Ag would also be considered an asset.

If you are interested in applying for this position, please forward your cover letter and resume, including the position you are applying for to:

Human Resources Department
Thompsons Limited
P.O. Box 250, 2 Hyland Drive
Blenheim, Ontario N0P 1A0
Fax (519) 676-9547
Email SPoole@ThompsonsLimited.com

THOMPSONS LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER