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**JOB POSTING #: TL-19-03-010**  
**POSTING TERM: MAR 14 – APR 4, 2019**  
**POSITION: OFFICE ADMINISTRATOR**  
**REPORTS TO: REGIONAL MANAGER**  
**STATUS: FULL TIME**  
**LOCATION: MITCHELL, ON**

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**DUTIES & RESPONSIBILITIES:**

- Managing and maintaining data on grain, organics, specialty crop and IP contracts
- Prepare retail customer grain cheques and ensuring for accuracy
- Prepare invoices for crop protection products, fertilizer and seed purchases
- Timely and accurate invoicing retail customers for seed, chemical and fertilizer products
- Contacting, communicating and providing transportation providers and customers with shipping information and necessary paperwork
- Balancing inventory of crop protection products weekly and monthly
- Respond and assist customers with account inquiries, i.e. explanation of their account, crop in storage
- Assisting the sales staff with customer contracts, accounts, data entry
- Balancing daily cash receipts and prepare bank deposits
- Filing and sorting mail received
- Maintain office stationary supplies and order as required
- Prepare accounts payable for facility approval
- Assist in training of new staff in administrative procedures
- Assist management and sales staff with reports and presentations
- Customer Service - answer telephones and assist customers where possible; and greet
- Other administrative duties as required or assigned
- Seasonal scale room grading duties during harvest periods or as required

**SPECIAL JOB REQUIREMENTS:**

- Strong organizational skills
- Detailed orientated
- Excellent computer skills
- Friendly and serviced based personality
- Ability to work in a team or independently
- Strong time management and communication skills and have the ability to multi task
- Good verbal and written communication skills.
- Problem solving skills

**QUALIFICATIONS REQUIRED:**

Ideal candidates will be graduates of a post-secondary Office Administration program with a minimum of 2 year office administration experience in a computerized environment. While not essential, preference will be shown to those candidates who possess knowledge of the agriculture industry.

**TO APPLY:**

Please indicate both Job Posting # and position when sending your resume to [recruitment@thompsonslimited.com](mailto:recruitment@thompsonslimited.com). Your application must be received prior to 5:00 pm on the last day of posting term noted above.

**THOMPSONS LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER**

If you require any accommodations please contact us.