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**JOB POSTING #: TL-19-03-011**  
**POSITION: YARDHAND / QC INSPECTOR**  
**REPORTS TO: OPERATIONS SUPERVISOR**  
**STATUS: SEASONAL**  
**LOCATION: PONTYPOOL, ONTARIO**

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**DUTIES & RESPONSIBILITIES:**

- Diligently follows all safety policies and procedures and ensures safety is the first priority on every work assignment and all job tasks
- Scale operation
- Grading incoming and outgoing grains and oil seeds to determine quality
- Assist in receiving and shipping of grains, oil seeds and packaged goods
- Maintaining warehouses in a clean and organized state
- Inventory control and monitoring inventory levels of chemicals, fertilizer and or seed
- Cleaning silos and bins – shoveling and sweeping
- Operating a forklift
- Managing and maintaining data on grain, organics, specialty crop and IP contracts
- Data entry – accurately entering all grain contracts and receiving tickets during the harvest periods, fertilizer, chemical and seed receipts
- 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
- Assisting the sales staff with customer contracts, accounts, data entry
- Customer Service - answer telephones and assist customers where possible; greet customers at the counter and assist where possible
- Following all HACCP and SQF Quality Systems policies and procedures
- Maintaining a professional image of the location and equipment thru general housekeeping, following and enhancing housekeeping standards and record keeping of all housekeeping completed
- Servicing customers in a courteous and timely manner

**SPECIAL JOB REQUIREMENT:**

- A highly developed awareness of safety procedures is essential and ensuring safety is the first priority on all work assignments and job tasks
- Strong organizational skills
- Detailed orientated
- Excellent computer skills
- Friendly and serviced based personality
- Able to work safely in confined spaces and at heights
- Able to work with minimum supervision
- Work well with others in a team like environment
- Capable of lifting 25kg
- Willing to work shifts, weekends and extensive overtime as required
- Willing to obtain all necessary licenses

**QUALIFICATIONS REQUIRED:**

Ideal candidates must be high school graduates with six months to one year of previous experience in grain elevator operations.

**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.