



Office Administration Position

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| Job Location: | Zephyr, ON |
| Hours: | 15-25 hours per week, days in Office (10am-3pm ideally, set schedule to be agreed upon) |
| Job Type: | 1 Yr Contract, 6-month probationary period |
| Salary: | \$17-21/hr., depends on experience |

Lockie Farms is a licenced grain elevator that buys and sells grain. We deal with a wide variety of clientele from local farmers to large manufacturing end users. We are seeking an individual with a focus on administrative, organizational, and technical skills. A successful candidate would have a good knowledge of business, be good with numbers and adaptable to the company's needs. The position is for front line reception and to assist the General Manager in current administrative duties. More information about us is on our website at www.lockiefarms.com.

Skills/Education Requirements

- Knowledge of Agriculture, grain industry and/or cash cropping an asset
- Completion of High school and post secondary education
- Knowledge and experience with MS Office, Simply Accounting and Word Press Websites
- Attention to detail with a strong focus on accuracy, excellent phone manner, polite and attentive necessary.
- Comfortable and proficient working on the computer, quick to learn new software.
- Ability to work with confidential information and in a small office environment.
- Knowledge of HST taxation rules, payroll, legal contracts, marketing and/or advertising an asset
- Valid driver's licence and transportation

Job Description

General office duties

- Front line reception including telephones reception, greet clientele, mailing, sorting, cross-referencing document preparation and maintain multiple filing systems.
- General office upkeep such as updating company files, ensure smooth day to day operations of the office and general office tidy up.
- Management, Owner, and Team Support.

IT duties

- Assist with general IT trouble shooting including computer/printer/network problems.
- Website maintenance and page building using Word Press
- Ability to install, add and maintain hardware and software in a network setting as well as perform monthly maintenance on all office workstations.

Grain Administrative/Accounting duties

- Data entry and entering grain settlements as necessary using Grain Management Software (GMS) ** close attention to detail** Includes learning contract entry, ticket entry, grain settlements, etc.
- Bill preparation in Simply Accounting for both A/R and A/P
- Monthly HST, Payroll/Source Deductions, WSIB prep and Corporate Tax

Marketing/Advertising duties

- Assisting in creating company advertisements and corporate image documents. Including newspaper advertisements, signage, office needs such as brochures, flyers, etc.
- Creation and maintenance website information using Word Press
- Assist in planning and onsite day of assistance for company events as well as organize team building activities.

Growth Opportunities/Additional Items

- Position may have extended hours during harvest periods (up to full time 5 days per week) during mid Jul-Mid August and October through December
- Opportunities available for this position to grow into a full-time permanent position for the right candidate.

Resumes will be accepted from Jan 22-Feb 5/2024 via email or in person. We are looking to fill the position by the end of February 2024. Interview process could be conducted both over the phone and in person.

In person: Office (board and batten building) 12799 Concession Rd 4, Zephyr
By Email: lockiefarmselevator@gmail.com