



Office Admin Position

- **Hours:** 20-25 Hours per week, days, In Office (ideally 10-3pm, set schedule to be agreed upon)
- **Job Type:** 1 Year Contract, 3-month probation period
- **Job Location:** Zephyr, ON (rural office location)
- **Salary:** \$19-21/hr, depends on experience

Skills/Education Requirements:

- Attention to detail with a strong focus on accuracy, excellent phone manner, polite and attentive necessary.
- Knowledge of HST taxation rules, payroll, legal contracts, marketing and/or advertising an asset
- Knowledge of Agriculture, grain industry and/or cash cropping an asset
- Knowledge and experience with MS Office, Grain Management Systems (GMS), Sage 50 and Word Press
- Comfortable and proficient working on the computer, quick to learn new software.
- Ability to work with confidential information and in a small office environment.
- Valid driver's licence and transportation

Job Description

Office duties

- Front line reception including telephones reception, greet clientele, mailing, sorting, cross-referencing document preparation and maintain multiple filing systems.
- General office duties as required will be added. Including 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 will have extended hours during harvest periods (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.

More information about us and the job posting/address can be found on our website at:

www.lockiefarms.com

Resumes are being accepted from April 11-21st, 2024 by email or in person. Looking to have the position filled by the beginning of May 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