

**Be part of the positive change in food! Help us manage our small, rapidly growing, ethical food company.**

**We value good people, hard work and fun! This is a career position with the opportunity to progress as far as your skills will take you.**

**This position is full time with MSP coverage and extended health benefits, a competitive salary and 3 weeks of vacation after the first year.**

**There are many opportunities for advancement within our company and we assist with professional training, development, certifications and higher education.**

## **Office Administrator; Food Industry**

### **Job brief for this role:**

- *Monthly administrative duties: orders, inventory, purchasing, database management and compliance with GS1, information, communications and data management with industry partners, ERP system (Flexibake) management, export/import compliance and information management, maintaining company records, policies and procedures documentation, HR related administrative duties, organizing events and meetings, managing the distribution of information and records within and outside of the company*

### **Industry Specific Administrative Responsibilities:**

- Maintain company SKU database internally and in conjunction with retailers, distributors, brokers, GS1 and other industry partners
- Process daily sales documents and assist in managing customers
- Manage and Monitor inventory and purchasing - weekly
- Maintain business ERP (Flexibake) system, data input and reporting
- Manage supply chain, information and reporting
- Work with management and customs broker on import/export documentation and compliance
- Work with accounting team on related monthly business activities, prepare related documents and reports
- Work with senior management on related projects and planning such as certifications, compliances and government programs

**General Administrative Responsibilities:**

- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information and key contact points internally and externally
- Schedule and manage appointments and meetings
- Record and prepare minutes if needed
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries
- Maintain documents and filing systems
- Manage office policies and procedures
- Compile and update employee records (hard and soft copies)
- Process documents and prepare reports relating to personnel (staffing, recruitment, scheduling)
- Coordinate HR projects (meetings, training, policies, contact lists and documents)
- Manage travel and event schedules with other departments
- Maintain and compile data, statistics and other general business information as required

**Experience:**

- Food industry administrative experience is required
- Food manufacturing administrative experience is a plus
- Bookkeeping knowledge or experience is a plus
- HR knowledge or experience is a plus

**Skills/Knowledge:**

- Analytical thinker with a problem-solving approach
- Thorough, organized, methodical
- Positive attitude, pleasant disposition
- Advanced Excel, Word and Microsoft skills
- ERP/CRM and related program experience
- Ability to manage multiple priorities and meet deadlines
- Ability to manage confidential information
- Ability to work independently, adaptable, resourceful
- Motivated to complete tasks in a thorough manner
- Records management & document handling skills
- Excellent attention to detail
- Good written and verbal communication skills
- Ability to carry out instructions