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Operations and Administrative Coordinator Rycroft, AB

Brett-Young Seeds Limited is a privately owned and trusted seed production, distribution, sales and marketing company with local roots since 1934 and a strong international reach. Our goal is to serve the needs of our customers by delivering world-class, differentiated products and market leading service. Based in Winnipeg, BrettYoung has locations throughout Western Canada and Ontario. We are currently seeking a dynamic individual to join our Rycroft Team to support our continued growth.

The Operations and Administrative Coordinator performs and executes daily inventory control measures and auditing tasks to maintain a high level of inventory accuracy both physically and systematically. This position ensures that inventory is being handled and transacted according to corporate policy and procedure in the ERP system, and that information is being processed on a timely basis.

Responsibilities to include, but not limited to;

- Data entry of inventory transactions that have occurred for the location
- Performs general duties, including some payroll data entry functions, cash balancing and deposit processing
- Organize, conduct and reconciliation of routine cycle counts
- Participation in annual inventory counts
- Coordinates sampling and testing of all varieties of seed
- Coordinates freight for product shipments and receipts
- Data entry in support of sales functions

The successful applicant will ensure compliance and adherence to the BrettYoung policies and procedures, as well as assist with administration and operations through completion of assigned tasks to ensure accuracy and efficiency.

The ideal candidate will be a self-starter with the ability to multitask and cope with changing priorities, be results oriented with the ability to work in a fast-paced environment. Qualifications should also include strong relationship building skills for success with cross functional departments, excellent written and verbal communication skills, with a strong attention to detail. A minimum of two years' experience in an equivalent role as well as knowledge of Microsoft Office applications is required.

BrettYoung is an Equal Opportunity employer.

Interested applicants are invited to apply to become a part of our team by submitting a letter of interest and a resume.

Brett-Young Seeds Limited

Located at Hwy 2 & Hwy 49 1 Mile East (781078 Range Rd 52, Rycroft)

Email: Human.Resources@brettyoung.ca