

## *Job Opening*

# *Jefferies Seeds Office Associate*

Jefferies Seeds is a family-owned and operated seed business based five miles west of Glenboro, Manitoba. We provide our customers with a variety of seed choices and inputs, to fit their farming operation. We believe strongly in continued investment in areas including technology, infrastructure, product offerings and services to allow our customers to stay ahead of the curve in a changing agriculture industry.

## **Reporting Structure**

The Office Associate will report to Cale Jefferies.

## **Job Overview**

The Office Associate is responsible for overseeing office processes and day-to-day book entries and company payroll to execute on our company mission. The position requires attention to detail and the ability to prioritize to ensure tasks are being completed in a timely manner. You will work collaboratively with the sales and operation team members to ensure coordination across processes.

## **Responsibilities and Duties**

The Office Associate is responsible for the following duties, and other tasks as assigned. Core responsibilities include:

- ***Responsible for bookkeeping duties such as***
  - Payroll duties
  - Accounts Receivable
  - Accounts Payable
  - Filing GST remittance
  - Month End Reconciliation
- ***Manage inventory records in collaboration with Jefferies Seeds staff***
  - Reconcile monthly on-hand inventory against sales, shipments, and deliveries.
- ***Administration of regulatory & reporting requirements***
  - Documentation includes, but not limited to:
  - Regulatory reporting for Certified Seed
  - Seed Treating Regulatory
  - Plant Certifications
  - Assist in regulatory audits as required

• *Assist Jefferies Seeds management in executive administration tasks as requested:*

- Scheduling meeting, booking travel, coordinating schedule
- Submitting expenses

**Location** - Jefferies Seeds Office - Glenboro, MB Canada (5 miles west of Glenboro)

**Qualifications**

- Ability to perform important administrative duties related to Jefferies Seeds/Farm operations.
- Adaptability and ability to work in a fast-paced, changing environment.
- Significant attention to detail required.
- Strong written & verbal communication skills.
- Proficient in Microsoft Excel, Word, and Outlook.
- Self-motivated & ability to work independently.
- Strong organizational skills and problem-solving skills
- Undergraduate degree or diploma considered an asset.
- Knowledge in Agriculture considered an asset.
- Experience with Seed Trackr considered an asset.
- Experience with Ag expert considered an asset.