



Crofters Food Ltd.
470 Oastler Park Drive, Seguin, ON P2A 2W8

Crofters is growing and we are seeking an energetic, reliable & flexible team player to join our Team. Here's your chance to join a highly skilled team of professionals at one of North America's pioneering brands in the organic food movement! Crofters Food Ltd, known in the grocery aisles as Crofters Organic Fruit Spreads, is the leading manufacturer of organic jams, jellies and fruit spreads in North America. Headquartered in picturesque Parry Sound, Ontario, about two hours north of Toronto, we manufacture a vast array of fruit-based spreads sold in stores across Canada, the United States, and select international markets. From the way we source our fruit, to the way we carefully manufacture our products using forward-thinking sustainable processing techniques, to our innovative, health-conscious formulations, every aspect of our operations receives the care and attention they deserve. A small but mighty team, with the support of a US based private equity firm, join us as we look to aggressively scale our business on our mission to become one of the leading organic food brands in North America.

Position Overview:

The **Business Administration Clerk** position will include the following:

1. Provide administrative support for various departments, including providing office organization, data input, monitoring and maintaining tracking (ERP Systems) and control systems, services, and projects, and ensuring timely, efficient and effective operations. This position supports multiple departments and involves multi-tasking and effective priority management.
2. Receive and respond to direction from Department Leadership and provide administrative support as required.
3. Organize, maintain, and monitor computer and database entry programs and assist with data entry when necessary. Demonstrate proficiency in all components of Microsoft Office (Word, Excel, PowerPoint, Outlook) and exhibit a high level of detail and accuracy in all aspects of the job.
4. Demonstrate good analytical and problem-solving skills with a mindset seeking continuous improvement opportunities. Identify possible improvement initiatives to reduce operational costs or improve operational efficiency.

5. Maintain related libraries of support documentation and records. Keep office space, computer files and libraries organized and current.
6. Answer telephone calls and relay to the appropriate department or note contact information and phone call details for follow-up if the requested person/department is unavailable.
7. Greet visitors at the main entrance and inform the appropriate person who is being visited when applicable, ensuring a positive approach and professional representation when interacting.
8. Ensure reception etiquette, administration tasks and filing systems.
9. Ensuring all visitor logs are complete and procedures are followed.
10. Efficiently use and create purchase orders within the PO tracking system.
11. Accept and monitor courier packages and use invoice tracking to ensure accuracy. Ensure tracking systems are updated. Report to the appropriate department or person in the organization when packages are received, delayed, or lost in transit.
12. Assist the Logistics department with data entry. This includes organizing received paperwork, filing, and system monitoring. Preparing inbound and outbound shipping documents occasionally and as required.
13. Providing administrative support, including confirming and monitoring lot numbers, printing pallet tags, ordering and tracking inventory of office supplies, assembling coupon, product sample, and marketing packages and mailings.
14. Communicate holiday and plant closures to customers and through reception.
15. Perform daily administrative tasks, including filing management, file auditing and systems checks as required.
16. Meet periodically with the Department Team to discuss KPIs, department successes, and planning strategies.
17. Assist in scheduling meetings, preparing agendas, and collating meeting minutes.
18. Contribute to the planning and execution of company events, conferences, or meetings.
19. Other duties may be assigned to the Employee from time to time.

Required experience and skills:

The ideal candidate will have a working knowledge of office administration and is responsible for providing administrative support for various departments, including providing office organization, data input, monitoring and maintaining tracking (ERP Systems) and control systems, services, and projects, and ensuring timely, efficient and effective operations. This position supports multiple departments and involves multi-tasking and effective priority management.

Additional qualifications include the following:

- A diploma in business administration is preferred.
- A minimum of 5 years of work experience.
- Basic accounting and bookkeeping skills.
- Basic computer skills including Microsoft word, Excel, Outlook, and excellent data processing skills.
- Excellent communication (written and verbal) and customer service skills.

Job type: Full-time, Permanent, on-site (not remote)

Benefits: Basic Benefit Plan including Health and Medical, Vision Care, Dental, Wellness & Preventative Services. RSP and Bonus Program.

Rate of Pay: \$23.00/Hour (Pay band range -\$23-\$27 per hour)
(a minimum of 40 hours of work per week)

Please submit your resume to **hr@croftersorganic.com** indicating your experience and interests. Crofter's Food Ltd. welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.