



*Ag Grow Consulting provides timely, unbiased and precise agronomic services to Saskatchewan farmers. Our services include field scouting, soil and tissue testing, variable rate applications and water management. Using local experience and research, our team of agronomists provide agronomic solutions to improve farm profitability and efficiency.*

## **Administrative Assistant – Moose Jaw, SK**

Ag Grow Consulting is looking for an ambitious and energetic individual to provide support for our team of agronomists in Southern Saskatchewan. This full-time position will be based out of Moose Jaw, SK. This individual must be able to balance a wide range of tasks while working with our team, but also able to work in an independent environment. There will be a variety of general office duties and computer-based tasks, therefore having worked in an office setting would be an asset. Overall, the successful candidate is a person with the ability to be flexible and adaptable all while providing stability for the team. Start date is September 1<sup>st</sup> and application deadline is August 9<sup>th</sup>, but the position may be filled prior to closing date.

### **Responsibilities of the role**

- General office duties - including but not limited to running errands, coordinating shipments, mail runs, filing, maintaining and ordering office supplies, light office cleaning
- Data entry, word processing, spreadsheet building/maintenance
- Social Media Management – content creation and account interaction
- Website Content Maintenance
- Full cycle bookkeeping in coordination with other admin staff & employee expense tracking
- Event planning – managing invitations, rentals, catering, booking hotel stays for employees
- Support & Coordination – support the team members at our South location with various tasks and coordinate with the administrative and management team in the North location

### **Qualifications of ideal candidates**

- Tech savvy - advanced computer skills required - must be proficient in Microsoft programs (word processing, spreadsheets, etc) and experience with Sage accounting is an asset. Must have a working knowledge of communication or file sharing tools (ie – Dropbox, Zoom)
- Creative - experience using social media platforms and content creation.
- Excellent communication skills – candidate must be efficient at both verbal and written communication – our team regularly communicates via email, text, and phone calls.
- Strong self-motivation and attention to detail – candidate must be organized and able to assist with team coordination
- Experience in the field of agriculture is an asset
- Problem Solving Skills – ability to find solutions in situations that are not typical or known
- Class 5 drivers license

### **Application Process**

- Email resume and cover letter to Kara Annand c/o [jill@aggrowconsulting.com](mailto:jill@aggrowconsulting.com)
- Include references
- In your resume include a social media handle