



TURKEY FARMERS OF ONTARIO  
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## Office Administrator

The office administrator is responsible for providing administrative support to the TFO team, Board of Directors and reporting to the General Manager. The office administrator needs to be organized, self-motivated and detail-oriented.

## Job Responsibilities

### Administrative:

- Carrying out clerical duties such as answering phone calls, responding to emails, receiving and sending mail, preparing documents and presentations
- Coordinating and managing appointments, meetings and boardroom schedule
- Order and maintain an inventory of office supplies
- Prepare for meetings and order meals
- Support staff and Board of Directors where appropriate
- Maintain cleanliness of kitchen, boardroom and common spaces
- Update and maintain email contact lists
- Preparing approval letters
- Document filing
- Respond to requests for supplier information
- Schedule yearly employee human resource training with General Manager
- Track employee attendance
- Other duties as assigned

### Data Entry/Communications:

- Update quota information (addresses, phone numbers etc.)
- Custom slaughter reports
- Flock analysis reports
- Dealer, Breeder and Hatchery licences
- Dealer applications
- Dealer reports
- Running specialty tracking reports and identifying issues

- Reply to all requests for promotional materials, food service materials and industry information
- On Farm Food Safety- preparing notices and plans, certificates, update lists, forms and tracking
- Assist in the administration of consumer and industry shows when required and prepare all promotional materials required
- Other duties as assigned

### **Health and Safety:**

- Represent the company as the Health and Safety Representative
- Ensure all training is completed, recorded and placed in company training binder and in employee files.
- Monthly and yearly inspections of office
- Ensure Health and Safety board is up to date on a monthly basis
- Bring all Health and Safety concerns to the attention of the General Manager
- Assist the Human Resources Consultant with the development of Health and safety Programs
- Other duties as assigned

### **Experience:**

- High School Diploma – Required
- 5-7 years of experience in Administration or similar field
- Experience working in the Agricultural sector- an asset
- Advanced skills in data entry
- Advanced MS Office (Word, Outlook, Excel & PowerPoint)
- Excellent written and communication skills
- Professionalism
- Ability to work with minimal supervision
- Ability to lift up to 25lb
- Ability to sit for long periods of time

### **Core Competencies:**

- Teamwork
- Flexibility
- Problem Solving
- Interpersonal Skills
- Communication Skills
- Adaptability
- Independent

**Working Environment:**

In this position you will be sitting for long periods of time. This is an office setting with no availability to work remote.

Turkey Farmers of Ontario is committed to a fair and inclusive work environment. We will endeavor to accommodate the needs of qualified applicants in all parts of the hiring process. All resume information is received in confidence. While we appreciate and thank all applicants, we will only directly contact those candidates selected for interview.