



*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. We use local experience and research to power our recommendations.*

## Administrative/Personal Assistant

Ag Grow Consulting is looking for an ambitious and energetic individual to provide full-time support for our active team out of our office in Nipawin, SK. The qualifying candidate will be required to balance a wide range of tasks. This individual must be a problem solver who can work well as part of a team but can be relied on to work independently. There will be a variety of general office duties involved with this position, therefore having worked in an office setting would be an asset. Performing tasks on the computer, from spreadsheets to managing social media, will require a person who has a strong technical skill set.

### Responsibilities of the role

- ◆ General office duties - including but not limited to running errands, mail runs, deposits, filing, light office cleaning
- ◆ Computer projects – word processing, spreadsheet building, etc.
- ◆ Marketing – creating promotional materials, website, social media
- ◆ Event planning – managing invitations, rentals, catering, etc.
- ◆ Full Cycle Bookkeeping in coordination with other admin staff & employee expense tracking
- ◆ Personal support for management team
- ◆ Support & Coordination – support for both our North and South teams

### Qualifications of ideal candidates

- ◆ Tech savvy - advanced computer skills required - must be proficient in Microsoft programs (word processing, spreadsheets, etc.). Must have a working knowledge of communication or file sharing tools (i.e. – Dropbox, Zoom)
- ◆ Bookkeeping – must have a minimum of 3 years of bookkeeping experience. must have a working knowledge of online bookkeeping programs – experience with Quickbooks Online is an asset.
- ◆ Creative – experience using social media platforms and content creation (i.e. – Canva)
- ◆ 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.
- ◆ 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 Wade & Kara Annand c/o melony@aggrowconsulting.com
- ◆ Include references
- ◆ In your resume include a social media handle