

## **JOB DESCRIPTION- OFFICE ASSISTANT**

REPORT TO: CHIEF FACILITATOR

ORGANIZATION: AGRICLAIM CANADA INC.

### **ABOUT AGRICLAIM**

AgriClaim provide strategic consulting to farm producers, seed and other agribusinesses in agronomy and business planning. AgriClaim also act agent for Plant Breeders' Rights applications.

### **POSITION DESCRIPTION**

This position exists to provide bookkeeping and clerical duties to the company to ensure smooth and accurate operations. Responsibilities include bookkeeping and other general office duties such and ordering supplies and answering and directing phone calls.

### **EDUCATION AND EXPERIENCE**

The Office Assistant must possess a post-secondary education as well as relevant experience in bookkeeping/accounting. The incumbent is accountable for maintaining, with the utmost integrity, financial records based on the company's bookkeeping procedures, as well as for keeping computerized records up to date and accurate. The Office Assistant must be willing to learn about company's activities and about the industry. The Office Assistant will be expected to show excellent interpersonal skills, professionalism and complete confidentiality in the business and customer records, be highly skilled at communication and documentation, and be bondable.

### **JOB REQUIREMENTS**

#### **Responsibility 1: Bookkeeping & Accounting**

Working knowledge of general bookkeeping procedures and 'Simply Accounting' financial software. Effective organization of financial records.

#### **Responsibility 2: Marketing & Communication**

Command over Outlook Express 2007, business communication and campaigns.

#### **Responsibility 3: General Office Duties**

Type correspondence, filing and record management, receive phone calls and respond to enquiries, direct phone calls as required. Helping in any area required to run office operation smoothly.

## **COMPETENCY REQUIREMENTS**

- Display knowledge and adheres to appropriate regulations and safety rules as per Occupational Health and Safety.
- Establishes and maintains positive customer relationships, including building customer loyalty and confidence.
- Displays knowledge of services and responds to service questions.
- Pays attention to details and prioritizes tasks on an on-going basis, establishes procedures for better operations. Be flexible.
- Demonstrate sincerity, caring, honesty, respect, trustworthiness and straightforward communication.
- Assume responsibility and accountability and meet commitments.

## **WORKING CONDITIONS**

- The job requires working continuously with concentration for long hours.
- Opportunity to work from your home office (to be discussed and agreed upon).