



The Agri-Commodity Management Association (ACMA) is a not-for-profit organization which provides efficient and effective administrative and professional support to the agricultural community in Atlantic Canada. ACMA provides administrative services to several agricultural and rural organizations as well as administers programs directly to farmers across Canada.

We are currently seeking an Office Administrator to work with our team to ensure service standards for members and subscribers are met. This position is diverse and ranges from basic bookkeeping to updating communication tools to general office duties. Tact, diplomacy, and confidentiality are essential in order to gain the respect and trust of management and staff, and other contacts such as commodity groups, members, auditors, bankers, etc.

Position

Office Administrator. *This is a term full-time, term position from November 2022 to September 30, 2023.*

Languages

English (essential), French (asset)

Education

Completion of college/CEGEP/vocational or technical training

Experience

Three to five years within a member-based organization.

Business Equipment and Computer Applications

Windows; general office equipment; electronic mail; accounting software, word processing, spreadsheet and presentation software as well as website platforms and social media. Familiarity with audio-visual recording and editing is an asset.

Work Conditions and Physical Capabilities

Fast-paced environment; work under pressure; tight deadlines.

Essential Skills

Reading text; numeracy; communication; working with others; problem-solving; critical thinking; job task planning and organizing; significant use of memory; finding information; computer use; continuous learning

Other Information

A general understanding of Nova Scotia agriculture and comfort working around farm machinery and livestock would be considered an asset. A valid driver's license is an asset. Protective and biosecurity equipment will be supplied.

Closing Date: October 7, 2022 at 4:30 pm

Expected start date: October 31, 2022

We thank all those who apply however, only those candidates selected for an interview will be contacted. No phone calls, please. Successful candidates must have legal authorization to work in Canada. Qualified applicants should submit their resumes to bmccallum@agricommodity.ca or by mail:

Agri-Commodity Management Association
7 Atlantic Central Drive
East Mountain, NS
B6L 2Z2

For more information about ACMA, please visit www.agricommodity.ca