



Operations Coordinator - Term

CANTERRA SEEDS is committed to sourcing genetically superior seed products that deliver agronomic and economic benefits for producers, while meeting end-user needs. With a versatile portfolio of cereals, pulses, canola, and PRIDE Seeds corn and soybeans, CANTERRA SEEDS seeks opportunities that allow for mutual success in the agriculture industry.

Position Summary:

CANTERRA SEEDS is looking for an Operations Coordinator in Winnipeg, MB to join our Administration Team. Reporting directly to the Controller, the successful candidate will work closely with the Operations Manager and other staff in the Canola, Corn, and Soybean and Administration departments to process inventory transactions on company selected software solutions. Key activities will include updating data into Generation by Cultura, processing bills of lading, processing ingredients used in manufacturing runs, and reconciling month end inventory at various partner warehouse locations. The ability to work with very established organization skills and attention to detail, along with the ability to work within a team are essential elements required for the position.

Skills & Abilities:

- Detail oriented with a strong sense of urgency and a high energy level
- Commitment to teamwork and working in a fast-paced environment
- Excellent organizational skills
- Strong computer literacy in learning and functioning within different software solutions (ex. Microsoft Excel, company specific solutions)
- Ability to work in an office or out of a home office
- High degree of integrity and proven track record in problem solving
- Strong desire to see each job done with fully satisfactory results

Position Specifications:

Education: Bachelor's Degree in Agriculture or Degree or Diploma in Business or Office Administration, or equivalent experience.

Experience: Qualified candidates must have a desire to step in, work hard, and learn the job quickly. Three to five years of office work with various computer programs would be seen as a benefit.

Location: The successful candidate must be situated in the Winnipeg area.

This position is a term position with the successful candidate starting on January 4, 2022 and the term ending on August 31, 2022.

This position will be based in our Winnipeg office, depending on current public health orders related to COVID-19. Double vaccination and a willingness to continue keeping vaccination status current as per Manitoba public health orders is required. Some overtime during the busy spring season is likely. A competitive compensation package will be provided to the successful candidate.

Please forward your resume and cover letter to Kristine Hasinoff, Controller k.hasinoff@canterra.com. Applications will be reviewed as received with the position being filled when a suitable candidate is found. Only those selected for an interview will be contacted.