



Quality Assurance Administrative Assistant

HyLife Foods a division of the HyLife organization is engaged in the dressing and processing of hogs for both domestic and world markets. To reach and sustain its position as a premier supplier of quality food products it strives to employ talented and motivated people who are capable of reaching the cutting edge of their discipline. The **QA Administrative Assistant** position is based at the operations in the vibrant community of Neepawa, Manitoba which has a reputation for its beauty and high quality of life.

Seeking to fill a position for our **PM production shift**.

These positions include but are not limited to the following responsibilities and functions:

- Perform general office duties and administration functions such as: file, print forms, scan documents, and order supplies as required.
- Perform paper verification tasks.
- Archive documents.
- Perform reconciliation tasks.
- Provide administrative support to QA team in a professional and responsible manner.
- Other duties as assigned.

The successful candidates should possess the following qualifications:

- Able to perform in an office environment, is a team-player, and able to multi-task.
- Work independently with limited supervision and within a team environment.
- Must be organized, proficient in multi-tasking, set priorities, and meet deadlines.
- Good written and verbal communication skills.
- Proficient computer skills in Microsoft Office and database entry/management.
- Has initiative and is results-oriented with attention to detail and accuracy.
- Superior planning and organizational skills.
- Exceptional customer service and ability to maintain confidentiality;

We offer a comprehensive benefits package and competitive compensation based on experience and knowledge. HyLife has been recognized as a Platinum Member of Canada's Best-Managed Companies.

If you have the qualifications and the passion to meet this challenge then we would like to explore your potential. Please apply online at:

<http://www.hylife.com/currentopportunities.php>

*We thank all applicants, however, only those under consideration will be contacted
Applicants who are not currently eligible to work in Canada will not be considered for this position.*

