



Operations Administrative Assistant

Are you looking to grow your professional career in a rural community? Do you want to work for an innovative company that will invest in your potential? Welcome to HyLife; Canada's leading pork producer. HyLife creates limitless opportunities for passionate professionals in a global business setting. Our growing company is searching for top talent to join our team in the role of **Operations Administrative Assistant** located in the community of **Neepawa MB**.

Your days from **10 am – 6 pm** will include:

- Provide administrative support to the Operations team in a professional manner
- Perform general office duties & administration functions such as: filing, printing forms, scanning documents, & order supplies
- Going to the various production, warehousing, & shipping sites to gather data
- Managing employee time & attendance, training logs, & other data entry tasks
- Managing schedules & activities with an understanding of priorities
- Perform paper verification & reconciliation tasks
- Complies with all industry, food, & personal safety standards

To succeed in this role, you possess:

- Some administrative experience or Diploma in Office or Business Administration
- Work shift flexibility, shifts are dependent on needs and assignments
- The ability to perform in an office environment as a team-player
- Independence, able to work with limited supervision
- Organizational skills, can set priorities, and meet deadlines
- Strong computer skills in Microsoft Office and database entry/management
- Experience working with time and attendance software
- Exceptional customer service

If you thrive on new experiences and want to be a part of a team with international reach, apply today at <http://hylife.com/current-opportunities/>

Your future starts now!

For more information about Neepawa: <https://www.neepawa.ca/>



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