



Office Administrator & Event Coordinator

About Us:

The Keystone Potato Producers Association (KPPA) represents the processing potato producers in Manitoba. It operates as a Marketing Board under the Farm Marketing Products Act and is responsible for negotiating the price, and terms and conditions of the potato contracts between its members and the two potato processors in Manitoba: McCain Foods, and Simplot Canada. We're seeking an enthusiastic and detail-oriented Office Administrator with event coordination expertise to manage the operation of our office while organizing impactful events.

Key Responsibilities:

Office Administration:

- Serve as the first point of contact for visitors, and grower members.
- Manage daily office operations, including correspondence, and compiling grower data.
- Maintain organized records and filing systems, both digital and physical.
- Act as a resource for growers on required programs (CanadaGAP, PSA, etc.).
- Support the General Manager and Board with administrative tasks such as meeting preparation, and travel arrangements.
- Administer the Agricultural Marketing Programs Act, cash advance program.

Event Coordination:

- Plan, coordinate, and execute association events, ranging from small grower gatherings to large-scale conferences (Manitoba Potato Production Days) and the annual industry golf day
- Source and liaise with vendors, venues, and caterers to ensure high-quality event experiences.
- Manage event budgets, timelines, and logistics to ensure all projects are delivered on time and within scope.
- Coordinate event communications, including invitations, promotional materials, and post-event follow-ups.

Qualifications:

- Proven experience as an Office Administrator, Event Coordinator, or in a similar dual-role position.
- Exceptional organizational and multitasking skills with a keen eye for detail.
- Strong communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite
- Ability to manage budgets and negotiate effectively with vendors.

How to Apply:

If you're a motivated individual with a passion for organization and creating memorable events, we'd love to hear from you! Please submit your resume and a cover letter detailing your relevant experience to Susan@keystoneppa.ca by January 24th.

Location: Carberry Manitoba

Employment Type: Full Time

Salary: Competitive and commensurate with experience