



### **Job Posting - Administrative Assistant**

Manitoba Beef Producers (MBP) has an exciting opportunity available for someone interested in working as an Administrative Assistant as part of a small team committed to advancing Manitoba's beef industry. Based in Winnipeg, MBP is the exclusive voice of Manitoba's beef industry, representing roughly 6,300 producers. It is a non-profit organization with an elected board of producer directors and 4.5 staff.

MBP's mission is to represent all beef producers through communication, advocacy, research, and education—within the industry to governments, consumers and others; to improve prosperity and ensure a sustainable future. Funded by producers through the collection of check-off dollars, MBP is committed to ensuring a sustainable future for the beef industry in the province for the benefit of our members and all Manitobans.

MBP is seeking an administrative professional to work on a part-time basis (4 days per week) as part of the team under the direction of the General Manager. The successful candidate will be required to undertake a variety of tasks.

#### **Specifically, the Administrative Assistant will:**

- Provide administrative support to the General Manager, other staff, and board of directors
- Act as the first point of contact for producers, government officials and the general public calling or visiting the office, including receptionist duties
- Process and direct mail and incoming packages or deliveries
- Provide assistance and services to producers as required, e.g. age verifying cattle
- In support of MBP's Communications Coordinator, solicit advertisements for MBP's industry newspaper *Cattle Country* and its e-newsletter, and help with proofing of content
- Assist with planning of MBP's Annual General Meeting, district meetings and its participation in tradeshow and other public-facing events
- Research and book hotel and travel arrangements for staff and directors, as well as meeting facilities
- Assist in maintaining both paper and electronic record keeping systems, including databases
- Take the lead in the maintenance of informatics systems and related equipment
- Help prepare documents for meetings and business trips
- Project data entry as needed
- Record meeting minutes when required
- Other related duties as assigned

**Requirements and Qualifications:**

- Certificate or Diploma, or Bachelors in Business Administration or related studies
- Minimum two years' experience as an Administrative Assistant, Senior Executive Assistant or in another administrative support position
- Proficient in a variety of software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access)
- Working knowledge of Google Docs
- Working knowledge of Adobe Acrobat DC
- Strong oral and written communications skills
- Basic bookkeeping and math skills
- Exemplary planning and time management skills, and ability to prioritize daily workload
- Strong team player
- Ability to exercise discretion with personal and confidential information
- Tactful, diplomatic and empathetic

**While not necessarily required, it would be beneficial if the candidate had:**

- Knowledge and competencies related to office network maintenance and informatics
- Experience organizing virtual meetings
- Graphic design skills
- Specific agriculture sector experience and/or knowledge

The candidate will be asked to periodically travel within the province and work irregular hours. Candidate may be required to work remotely at times, especially with the current pandemic situation. MBP offers competitive compensation commensurate with the skills and experience of the successful candidate.

Please submit your resumé and cover letter by 4:30 p.m., February 5, 2021 to MBP General Manager Carson Callum at [ccallum@mbbeef.ca](mailto:ccallum@mbbeef.ca)

Thank you to all interested applicants, however only those under consideration will be contacted.