



# MID-MAN FARMS LTD.

**Mid-Man Farms Ltd** is a modern, quality focused farm located north of Carberry, Manitoba. Our strength is in our people who help drive our high standards for top quality potato and small grain products. Our goal is to be a sustainable and progressive partner in the agriculture industry.

## **Administrative Assistant Part-time Permanent**

We are searching for a qualified applicant to work part-time in our office. This position can be on a flexible schedule based on 20 hours a week. We require a person who possesses great attention to detail and strong communication skills both oral and in writing. This person should be organized and work well within a team. We rely on this person to take initiative and proactively maintain accounting and farm records.

### **Skills**

- Ability to work independently and effectively manage your time
- Experience with office duties such as answering the phone, filing, reports, letters, financial statements, and other documents as required
- Familiar with AgExpert Analyst an asset
- Proficient with Excel
- Have a strong interest in numbers and reports
- Must have your own transportation

### **We offer:**

- Competitive wage
- Health spending account
- A great group of people to work alongside
- Flexibility with working hours
- Training

Please submit your resume with references to [Donna@mmfl.ca](mailto:Donna@mmfl.ca) by March 22nd, 2021. You can also contact Donna McIntosh at 204-834-2545 for further information.