



## Business Summer Students – Summer 2023

We are currently looking for a self-motivated, reliable, and detail-oriented Business Administrator student to join our Paterson Crop Inputs. As a **Crop Inputs Summer Student**, you will serve as part of the daily operations of all departments to facilitate and optimize our business processes at Paterson Crop Inputs location. Reporting to the Location Manager you will be responsible for providing exceptional customer service and administrative support to all staff including management. This position is well suited for an individual who possesses a positive attitude, strong communication skills and is highly organized.

### Locations:

- Steinbach
- Niverville

### What you'll do:

- Provide a variety of administrative support to various departments including customer accounts & credit, procurement, inventory management, employee records & tracking, and health & safety
- Research, compile information and prepare reports and responses on the operation of the business
- Assist in advancing business and strategic work plans.
- Handle day-to-day operations and specific tasks in a fast-paced environment
- Direct and manage the company's products marketing and promotion
- Handle product logistics, shipping and receiving
- Provide backup customer service support to management and other duties as assigned

### What you'll need:

- Currently enrolled in a degree or diploma business program (B. Com, Business Administration)
- Strong organizational and time management skills with the ability to manage multiple tasks and work in an environment with changing priorities
- Excellent communication and interpersonal skills
- Proficiency with Microsoft Office – Word, Excel & Outlook is preferred
- Excellent attention to detail with ability to input information into reports with a high level of accuracy
- Strong interpersonal skills with the ability to develop effective relationships and work in a team environment.

Paterson Grain is known throughout Canada and the world as a company rooted in its commitment to quality, innovation, and exceptional customer service. Paterson focuses its expertise on all aspects of grain handling and prides itself on building long-term relationships with Canadian farmers and its domestic and international customers.

Our agricultural products and services span all sectors of the Canadian grain industry and include crop input services, identity preserved programs and non-GMO programs. Through our modern global network, Paterson Grain is fully capable of facilitating the marketing and transportation of quality crops to buyers around the world.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Paterson Grain is an equal opportunity employer and is committed in building a skilled and diverse workforce. We encourage women, aboriginal peoples, members of visible minorities and persons with disabilities to apply and self-identify.