



Office Assistant

Position: Office Assistant
Reporting to: HR and Office Manager
Based at: Buffalo Creek Mills, Altona, MB

Buffalo Creek Mills is an oat processing facility located one mile north of Altona, Manitoba. As a company, we take pride in making a positive impact on our local and global communities by providing reliable and food-safe oat products.

Our company values individuals who take initiative to create a positive work environment, embrace teamwork and want to grow together with the company. Buffalo Creek Mills is successful because of the hard-working, passionate, and authentic people who work here. If this speaks to you and the values that you hold, a career at Buffalo Creek Mills may be right for you.

Job Purpose:

The general purpose of this position is to be the first point of contact for our company. As part of this position, you will assist guests entering the building and direct them to the right location. Additionally, you'll be responsible for answering and managing the phones and performing administrative duties. This position is responsible for a variety of administrative tasks related to human resources, health and food safety, and IT.

Key Responsibilities:

- Responsible to greet clients as soon as they arrive and connect them with the appropriate party.
- Responsible to answer the phone in a timely and welcoming manner and directing calls to the correct party.
- Responsible to maintain a clean and organized reception desk space and visitor area.
- Responsible to arrange food/supplies/decorations for meetings and special events.
- Responsible to ensure the office areas are kept neat and tidy and stocked with the necessary supplies.
- Responsible to ensure all coffee, office, PPE, first aid, and janitorial supplies are adequately stocked.
- Responsible to do mail runs/town pick-ups as needed.
- Responsible to maintain the security/safety of visitors and contractors, ensuring that they utilize the correct forms and follow BCM policies.
- Responsible to maintain bulletin boards ensuring the information is kept up to date.
- Responsible to ship outgoing packages as well as receiving deliveries and notify/bringing them to the recipients.
- Assist the CEO with managing his email, schedule, and special projects.
- Assist the finance department, providing backup when other staff are on vacation.
- Assist with document scanning and filing as necessary.
- Assist with documentation management and policy writing.
- Assist in the maintenance and management of the BCM app.
- Assist with ERP maintenance and report creation.
- Assist with human resources, health and safety, and IT tasks.
- Other duties as assigned by the HR and Office Manager.

Preferred Qualifications:

- Previous experience in a customer service role.
- Experience with writing policies or formal documentation.
- Knowledge and experience with digital applications or enterprise resource programs.
- Ability to solve problems quickly and efficiently.

Minimum Qualifications:

- Driver's license and access to a vehicle.
- Professional and positive attitude.
- Strong written and verbal communication skills.
- Exceptional customer service skills, providing visitors and clients with a positive experience.
- Detail oriented with the ability to prioritize and multitask.
- Excellent Microsoft Office and computer knowledge.
- Self-motivated with the ability to work independently and in a team environment.
- Strong organizational skills.
- Ability to maintain confidentiality and discretion.

Employment:

- Full time, Monday through Friday, 7:30 am to 4:30 pm., with a 1-hour lunch.
- Start date of August 22, 2022.

Salary and Benefits:

- Wage is based on the Level 1 category of the remuneration policy.
- Competitive benefits package is required.
- Group retirement savings plan is available.

