

## Administrative Assistant

**Vanco Farms Ltd.** specializes in growing specialty potatoes, organic potatoes, premium cut tulips, and tulip bulbs. The farm is family owned and operated, and we proudly grow our products in the signature red soil of Prince Edward Island.

### Position Summary

Vanco Farms Ltd is seeking an Administrative Assistant for it's Tulip operations, who will provide support to the Sales & Logistics Co-ordinator, Sales & Marketing Manager as well as the Farm Manager.

### Position Responsibilities

- Provide administrative support to the Sales & Marketing team
- Prepare sales orders, bills of lading, customer invoicing and related documentation
- Communicates information to internal and external customers face to face as well as via email and phone
- Maintain database system including customer information, order information, inventories and customer invoicing
- Tasks and priorities shift and evolve according to season
- Additional duties as assigned

### Skills and Abilities

- Effective communication and interpersonal skills
- Attentive to detail, good organizational and time management skills
- Self starter, ability to work with minimal supervision as well as a part of a team
- Holds a strong proficiency working with document, spreadsheet and database software programs
- Interest in gardening and/or horticulture would be a benefit
- Bilingualism in French and English would be an asset

Salary to be negotiated.

Those interested in joining the Vanco Farms team can forward their applications to our Human Resources Manager, Jonathan Mosher – [jonathan@vancofarms.com](mailto:jonathan@vancofarms.com) .