

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 to working the reception area at our main site in Mount Albion, who will provide support to the office and plant staff for our operations.

Position Responsibilities

- Provide administrative support to the office and plant staff
- Handle incoming inquiries in a professional manner via over the counter, telephone, email, and distribute to the appropriate personnel as necessary.
- Setup and maintain internal manual and computerized filing systems
- Coordinate ordering of office, first aid and janitorial supplies and maintain inventory
- Maintain employee information system, including electronic time clock entries and system, assist in preparation of payroll
- 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, experience in Sage software would be an asset
- Related experience would be an asset

Vanco Farms Ltd. offers a competitive wage and benefits package. 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 .