

JOB ANNOUNCEMENT

Support Officer

Canadian Seed Growers' Association

Organization Name: Canadian Seed Growers' Association
Position: Support Officer
Location: 240 Catherine Street, Suite 202, Ottawa, Ontario
Reports to: Managing Director
Hours of Work: 37.5 hours a week, Monday-Friday between 8:00am and 4:30pm
Status: Term Contracts (May 1-August 30, 2017). Possibility of Extension
Start Date: May 1st, 2017 to May 15th

Company Overview

The Canadian Seed Growers' Association (CSGA), located in Ottawa, is a national non-profit association representing 3500 members from across Canada and is responsible for certifying pedigreed seed crops in Canada for all agricultural crop types except potatoes.

Description of Positions

CSGA is seeking candidates to fill term positions in CSGA's core areas of business, notably: seed certification and technology services, member services and communications, policy and standards development and finance and administration. The responsibilities may include, but are not limited to various client service functions, including: providing telephone and online support to members, providing information management (IM) and information technology (IT) support to staff, undertaking science based seed policy and standards analysis and providing support to communications, administration and finance activities and projects.

Specific Skills

The ideal candidate:

- is a self-motivated individual who can work both independently and in a team environment;
- is organized, efficient and attentive to detail;
- enjoys the challenge of a fast-paced, dynamic, high volume work environment;
- demonstrates a high level of professionalism and maturity;
- has strong customer service and effective verbal and written communication skills;
- is bilingual (French/English);
- has good IM/IT skills, including a good knowledge of MS Office email and software applications (Outlook, Word, Excel) and Adobe Acrobat as well as ability and learn new software applications.

Education

- Working towards the completion of a college or university degree (minimum completion of one year post-secondary studies);

Knowledge and Experience

The following are considered assets for one or more positions offered:

- Entry level accounting duties and experience with SAGE 300;
- Experience in customer service;
- Experience with HTML, JavaScript, CSS, LaserFiche and SalesForce;
- Post-secondary education in agriculture, biological sciences (or a related field);
- Experience in and/or knowledge of agriculture and seed production and marketing.

A brief letter and resume designed to convey the applicant's interest in and suitability for the advertised positions should be sent to Latona Nicholson, at lnicholson@seedgrowers.ca. Those received prior to Monday April 24, 2017 will be given priority consideration. For more information about the CSGA, visit our website at www.seedgrowers.ca or contact Caroline Lafontaine, Managing Director, Communications and Members Services at clafontaine@seedgrowers.ca.