

## Operations Coordinator – Operations Unit

Organization Name: Canadian Seed Growers' Association

Location: Ottawa, Ontario (Downtown)

Reason for Posting: Retirement

Scope of Search: Internal/External

Reports to: Operations Manager

Hours of Work: 8:30am - 4:30pm

Status: Full-time permanent

Start Date: January 2<sup>nd</sup>, 2014

### Responsibilities:

- Appraise applications for seed crop certification and crop inspection reports to ensure compliance with CSGA regulatory requirements
- Handle telephone and email inquiries regarding CSGA regulations and requirements
- Process Plot Production Applications
- Manage CSGA variety records
- Prepare CSGA Long Service Awards
- Compile daily and monthly statistics and complete special projects as required
- Performs other duties as required

### Qualifications

- Relevant post-secondary education (ie. agriculture or related science field)
- Fluent French language skills are required
- Demonstrated proficiency in computer skills, including proficiency in Microsoft Office applications, is required
- Strong analytical skills are required
- A background in the seed industry is preferred
- Excellent client service and communication skills, both oral and written
- Excellent organization and time-management skills
- Proven ability to multi-task and perform heavy volumes of detail-oriented work
- Flexible attitude and ability to work effectively in a team environment
- Excellent judgment skills, tact and diplomacy
- Ability to interpret regulatory language; prior knowledge of relevant regulations, an asset

Please apply through the following website: <http://docs.seedgrowers.ca/Forms/career>

### Note:

At CSGA we like to do things electronically. The successful candidate will be required to work on a computer, iPad and various CSGA software platforms.