



JOB DESCRIPTION

Job Title: Seasonal Scale House Administrator	Date: 2018
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Division: Sylvite Agri-Services	Reports To: Branch Manager	Location: Putnam
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This position supports the Branch Manager for Sylvite Agri-Services Ltd.

JOB RESPONSIBILITIES:

SALES and TRANSPORTATION SUPPORT

- Coordinate movements and orders of fertilizer
- Perform sales administrative functions such as invoicing, statements, responding to customer request inquiries and provide sales support
- Support dispatch as necessary
- Maintain professionalism and a customer service attitude towards customers or truck drivers

ADMINISTRATION

- Main scale house coordinator; greeting, directing and weighing trucks for Putnam branch traffic
- Support for phones and other office duties as required

COMPANY KNOWLEDGE AND MUTUAL SUPPORT

- Become knowledgeable about all Sylvite divisions and the products and services they provide to customers
- Documentation of all processes and tasks for which a function is responsible
- Demonstrate a high degree of service to and collaboration with other business units
- Provide support to other department members maintaining a sense of team
- Provide positive feedback to others when possible; coach others for success
- Recommend opportunities for improvement of processes and systems as a result of the function performed or based on observations
- Recommend opportunities for reducing costs

KEY PERSONAL ATTRIBUTES REQUIRED FOR THE POSITION:

Excellent verbal and written communication skills
Highly organized with very effective time management skills and ability to multi-task
Good planning capability with attention to detail
Highly customer focus; team player with strong relationship-building skills
Problem-solving skills
High level of integrity

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EDUCATION, EXPERIENCE and/or TRAINING REQUIREMENTS:

Industry-related experience an asset
Proficiency in all Microsoft Office software, particularly Excel

WORKING CONDITIONS:

Physical Effort	Normal
Physical Environment	Normal
Sensory Attention	High degree of attention to detail
Mental Stress	Seasonal fast-paced environment