



CAAR's values can be summarized in three words: produce, protect, proud. As the only Canadian national agri-retail association, we produce programs and services, protect members' rights and interests and are a proud, active supporter of the agriculture industry. CAAR represents agri-retailers who actively support Canadian growers in the production of the highest quality food possible by protecting food quality, farm productivity, and the long term sustainability of our industry.

Full Time, Term Office Administrator
Winnipeg, MB

Reporting to the project managers, this position has responsibilities for the office organization, supply management, database maintenance, efficiencies and professionalism of office operations. This person also provides a key support function to the office staff.

Duties and responsibilities include, but are not limited to:

- Provide professional and timely customer service to CAAR members, service providers, board members and staff
- Serve as first point of contact to visitors and general phone calls
- Manage the needs of the office, including relationship with building management, service providers, IT support and suppliers
- Ensure membership, communication and accounting databases are maintained
- Administer the CAAR Mart program
- Work closely with the Director of Member Services, in preparation and administration of correspondence including social media
- Provide support to Member Services Coordinator and Bookkeeper in gathering and organizing accounting documents
- Work closely with the Event & Creative Manager providing administrative support and assisting with the event coordination for the annual conference
- Act as primary administrator (i.e. taking minutes) for all committee, staff and board meetings
- Assist other staff with project support as required

Qualifications:

- Minimum 3 years experience in an office administration role
- Highly organized with strong computer skills
- Experience in taking meeting minutes
- Experience in event planning and booking travel
- Results oriented with strong attention to detail
- Effective team member
- Ability to work independently and manage competing priorities