



Job Opportunity – Office Administrative Assistant

About Us

Established 1980, Andrews Farm Market & Winery is one of Ontario's most well-known agri-tourism destinations, attracting 50,000+ visitors annually. We grow 160 acres of pick-your-own fruit, vegetables, and flowers; other attractions include our on-farm retail store and winery, wagon rides and playground, private event space, special farm events, and educational tour program.

Job Description & Objectives

The Office Administrative Assistant works closely with the Operations Manager, Farm Store Manager and Bookkeeper to ensure daily business activities are carried out efficiently and effectively, including managing email and phone system; ensuring proper payment processing and invoicing; printing and mailing cheques; handling accounts receivable; processing payroll; data entry, filing and record keeping; recording sales, tracking inventory, and supporting procurement and supplier relations.

Qualifications

We are looking for a friendly candidate who has excellent written and verbal communication skills and problem-solving abilities, strong organizational skills, reliability and attention to detail. They must have the ability to work as part of a team, as well as independently. They should have 2+ years of experience working in an office or in an administrative capacity, and be comfortable talking on the telephone and using a computer, including Microsoft Office programs. Bookkeeping knowledge and experience with Quickbooks is an asset; some training provided.

Working Schedule

Part-time, seasonal, May – October, with possibility of full-time work, depending interest and ability to support additional business activities such as human resources, marketing and customer service

Working Environment

Desk and computer work at the farm office and farm store

Pay Rate

\$18-22/hour, based on experience

To Apply

Please submit your resume, and a short description of why you would be a good fit for this role at the farm, to admin@andrewsscenicacres.com

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Andrews Farm Market & Winery will provide accommodations throughout the recruitment and selection process. If you require an accommodation, we will work with you to meet your accommodation needs to ensure your equal participation.