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**ADMINISTRATIVE ASSISTANT POSITION**

Patenaude Seeds Inc. is a family run business near Holland, Manitoba. We are looking to add an experienced and detailed oriented part time/casual administrative assistant to work with our team.

Proficiency in Microsoft 365 as well as related programs (Word, Excel, Teams), and basic accounting knowledge is required. Demonstrating a keen ability to learn new programs and take part in on-the-job training is an asset along with experience on social media platforms and website upkeep. The successful candidate for this position must be willing to work alone or with a group, be highly motivated and organized, patient, self driven, and able to handle multiple tasks simultaneously. Agriculture background is an asset but not required.

**Duties:**

* secretarial and reception duties
* day to day accounting
* data entry; create and develop spreadsheets for inventory
* scanning, copying, and organizing files
* maintain daily, monthly, annual logs and checklists
* order and track supplies
* post to websites and social media
* prepare orders for bagging and toting (work orders, tags, pallet sheets, etc.)
* assist with booking and coordinating trucking and associated paperwork
* occasional pickups and drop offs of supplies/and or materials, parts, and coworkers

**Requirements**

* Proficient in Microsoft Office and Microsoft 365
* Basic accounting experience (AgExpert software knowledge an asset)
* Attention to detail
* Experience with social media platforms
* Friendly and energetic
* Driver’s license
* Flexible schedule

**Benefits**

* Health package – shared cost with employer available
* Casual dress code (appropriate to surroundings)
* Flexible hours on a week-to-week basis

**Wages**

* Hourly wage to be determined depending on experience
* Flexible schedule
* Monday-Friday hours to be determined by our need and the availability of successful candidate

**Application deadline – July 28, 2025; Start date – August 18, 2025 or sooner**

**How to apply: Please send resume and 3 references to patenaudeseeds@outlook.com**