



## **JOB POSTING: Administrative Assistant**

Manitoba Crop Alliance (MCA) is seeking a **full-time, permanent Administrative Assistant** to join our dynamic team to execute MCA's levy administration and the delivery of the Agriculture and Agri-Food Canada Advance Payments Program (APP).

The individual who joins the MCA team must have a passion to deliver high-level administrative support to MCA, the senior leadership team and the APP. This position is instrumental in enhancing the organization's effectiveness and ensuring smooth operations across multiple functions.

Reporting to the Chief Operating Officer (COO), the Administrative Assistant's primary responsibilities will include:

### **Levy Administration:**

- Perform levy collection functions, including importing levy reports, processing refunds, communication with buyers and processors, bank deposits, and maintaining accurate recording of levy reports and payments.
- Maintain MCA membership mailing list and other distribution lists for communication with members.
- Work with Levy Plus IT support to request program updates specific to MCA's needs.

### **Advance Payment Program Administration:**

- Perform activities associated with administration of the APP.
- Help producers to complete the APP application process.
- Process applications: verify producer identity, determine creditworthiness, register liens, registration of security, ensure calculations are correct, ensure application is completed accurately and resolve missing information.
- Collect payments, and enter and make bank deposits.
- Assist the Advance Payments Program Officer in default management activities, including but not limited to preparing default loans, tracking and processing default payments, and contacting clients if payment is needed.

### **Other Administrative Duties:**

- This role will also cover other administrative responsibilities depending on the skills and experience of the successful candidate. Examples could include invoice preparation for payables, supporting the MCA board of directors, providing administrative assistance to the CEO and COO, and ensuring the organization's overall effectiveness and smooth operations.



**MANITOBA  
CROP  
ALLIANCE**

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### Qualifications, Experience, and Knowledge Requirements:

- 3-5 years of experience in administrative support.
- Relevant post-secondary education or training is considered an asset.
- Exceptional organizational skills, with the ability to manage multiple priorities.
- Strong communication and interpersonal skills, both written and oral.
- Proven ability to handle confidential information with discretion.
- Proficiency in Microsoft Office applications.
- High degree of professionalism, tact and judgment.
- Experience working for a not-for-profit organization and board of directors is considered an asset.

### Working Conditions of the Position:

- In-office setting (Carman, MB).
- Valid driver's license.
- The Total Rewards Package offered by MCA will be competitive, based on education and experience.

### About Manitoba Crop Alliance:

Manitoba Crop Alliance is a non-profit organization established August 1, 2020, representing more than 7,700 farmer-members. Manitoba Crop Alliance puts its farmer-members first and strives to continuously improve the competitiveness and profitability of all crops represented by the organization by focusing on four main areas: research, agronomy, market access and development, and communications. It is through investment in these key areas that Manitoba Crop Alliance can ensure wheat, barley, corn, sunflower, and flax are sustainable production choices for Manitoba farmers. For more information, visit [mbcropalliance.ca](http://mbcropalliance.ca).

### How to Apply:

Please forward resume and a letter of interest by email to [darcelle@mbcropalliance.ca](mailto:darcelle@mbcropalliance.ca). Application deadline is **4:30 p.m. CST on Jan. 24, 2025**.

We thank all applicants. Only those selected for an interview will be contacted.