

Administrative/Executive Assistant

Grey County Agricultural Services Centre – 206 Toronto St Markdale (Back of Grey Gables)

www.grevagservices.ca lorie@grevagservices.ca

519-986-3756

Reports to: Office Manager, GBFW Co-ordinator

1. Purpose of the Position: Conduct day to day office operations of Grey Ag Services in the office in Markdale (when possible in accordance with public health measures), by providing administrative support, customer service and assisting in the coordination of several programs and events.

2. Essential Functions and Responsibilities:

Provide day-to-day administration and customer service duties for the Grey County Agricultural Services Centre:

- reception for phone in and walk in clients
- respond to general public inquiries
- booking of boardroom for agricultural and rural clients
- prepare general correspondence
- collect the information and create the Grey County Rural Guide
- secure advertising for the Blue Agricultural Course Brochure. Assist with the creation of this document
- keep the website updated

Provide day-to-day administration and customer service duties for Grey Bruce Farmers Week:

- assist in conference planning (organize catering, advertising, tradeshow, speaker arrangements, accommodations etc.)
- keep the website updated
- respond to general public inquiries
- deal with sponsors and exhibitors
- interact with the live streaming production team
- maintain several mailing lists
- prepare general correspondence
- assist with ad and poster preparation
- assist with the event during GBFW in January

Assist in other areas of project management and delivery (Grey Ag, Georgian Soil and Crop, Grey Soil and Crop):

- preparing attractive reports, newsletters, brochures, promotional material for programs and events

3. Other Duties and Responsibilities:

- other duties as assigned

4. Knowledge and Skills

- strong interpersonal, analytical, organizational & communication skills - written & verbal
- ability to work independently, and be a team player
- ability to prioritize workload
- experience working with the agriculture and rural community is an asset
- proficient in software such as Microsoft Office. We work in Word, Excel, Publisher, and Access.
- website updating experience (Wix and Word Press)
- strong computer technical knowledge is an asset.
- must be open and keen to explore new areas of learning (virtual conferences, zoom webinars)

5. Physical Demands:

- requires some lifting during preparation/set-up of events

6. Working Conditions and Requirements

- approximately 4 - 5 days per week, (days to be determined) with flexibility on both sides, working out of the Grey County Agricultural Services Centre in Markdale,
- office hours are 8:30 to 4:30 p.m.
- position will require travel to Elmwood during GBFW in early January (8 days total). During GBFW, staff depart from the office before 7 am and return back to the office around 6 pm. There may also be an opportunity to attend other meetings outside of Grey Bruce.