



FERTILIZER BLENDER

The fertilizer blender is responsible for batching fertilizer orders over the phone and at the counter. The role also requires administrative duties and clerical support to the Vars office staff.

Employment Type: Seasonal

Reports to: Operations Manager

Location: Vars, ON

Salary: based on qualifications and experience

Fertilizer Blender

- Greeting customers and responding to questions and inquiries, whether in person or on the telephone.
- Provide general administrative and clerical support to vars office staff.
- Handle and balance petty cash (weekly)
- Administrative duties including filing, photocopying, printing etc.
- Batching fertilizer on an automated batching system
- Take fertilizer orders over the phone and at the counter
- Basic understanding of agricultural chemicals;
- Process delivery tickets, blend tickets and spray tickets.
- Posting of seed, blend tickets and spray tickets
- Invoicing of seed, delivery tickets, blend tickets and spray tickets.
- Work with customers in a courteous and professional manner.
- Assist the sales staff in ensuring orders are correct and customer needs are met;
- Perform other duties as assigned;
- Work additional hours to meet business demands.

Health and Safety

- Operate only equipment and machinery for which training has been received, in a safe and effective manner;
- Report any equipment malfunctions immediately to the Supervisor, having secured the equipment;
- Wear personal protective equipment as approved;
- Comply with all Company Health and Safety Policies;
- Must have a strong sense of the need for safe and healthy work environment.



FERTILIZER BLENDER

Required Education and Qualifications

- High school diploma
- Minimum 2 years of related work experience
- A valid Class G license
- Clean criminal record check

Skills and Abilities

- Team work
- Quality orientation
- Planning and organizing
- Problem solving
- Accountability and dependability

Key Personal Attributes

- Hard working and takes direction
- Perform other duties as assigned
- Ability to work with Microsoft Office Software
- Organised approach and excellent time management skills
- Decision-making and problem-solving skills
- Must demonstrate a high degree of safety consciousness
- Ability to foster a teamwork environment
- Accuracy and attention to detail
- Exceptional Communication and administrative skills
- Bilingual (English/ French) would be an asset
- Customer service orientation

To apply for this position please send your resume by email to

d.veilleux@macewenag.com

Please note that only candidates who are selected for an interview will be contacted.