



CAREERS

# Print & Support Clerk

Brantford, ON

HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of more than 10,500 active dairy producers since 1884. With dynamic leadership and a clear vision, we are building an exciting, tech-friendly future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to develop along with us.

YOU work efficiently. You understand the value of a smooth functioning mailroom and you enjoy making things run smoothly. You notice patterns and anticipate break-downs. You think procedurally and you are mechanically inclined. You are eager to learn and you enjoy sharing knowledge. You make a team environment friendlier.

In this role, **YOU WILL:**

- Input data: enter animal registrations, ownership transfers, and other transactions into the database
- Contact clients by email and phone for confirmation of data
- Contribute to the smooth operation of the printroom: set up for large print runs
- Support mailroom activities: Prepare packages for shipping and arrange pickups; receive shipments
- Run and trouble-shoot printers, postage machine, folder/stuffer, binding/padding
- Clerical and other team/office tasks as required

**YOU OFFER:**

- Post-secondary courses in office administration, business or a related field
- Experience working in a fast-paced environment
- Experience in a print room/mailroom or with business machines is an asset
- Strong communication skills in English; French is an asset
- Effective time management, including the ability multi-task and meet deadlines
- Demonstrated attention to detail, teamwork and customer service skills
- Proficient with MS Office suite, particularly Excel and Outlook
- Comfort in learning and exploring customized software
- Committed to learning about the dairy industry; familiarity with the dairy industry is a distinct asset

Contact: [hr@holstein.ca](mailto:hr@holstein.ca)

Submit application by: October 7, 2019

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*We are committed to providing a barrier-free recruitment process. If you require accommodation at any step in the process, we will work with you to meet your needs – simply contact a member of the HR team with your request. Thank you for your application to Holstein Canada. Due to the volume of applications, only selected candidates will be contacted.*