



**CAREERS**

# Bilingual Scheduling Coordinator

## Classification Services – 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** are an exceptional organizer. You have a knack for juggling multiple priorities efficiently, without dropping the ball. You are attentive to details, big and small. You are a natural planner, but you show grace under pressure when plans change. You are an open communicator but you know when to keep things confidential. You continually find new ways to simplify processes and “make things run smoother”. You thrive on supporting a strong, successful team.

In this role, **YOU WILL:**

- Coordinate the classification program schedule (set schedule, make revisions, communicate with clients and industry partners)
- Work closely with the National Coordinators and Manager to organize the workload and schedules of a growing field team
- Coordinate and review expenses, track attendance and productivity/results
- Correct data from the field that does not pass validations and field checks
- Answer scheduling and program questions from team, clients and industry partners
- Provide feedback and suggestions to improve the overall scheduling process

**YOU OFFER:**

- Bilingual (Strong spoken French, some written French)
- Dairy industry experience or knowledge, or openness to learn
- Post-secondary education in office administration, business, or a related field
- 2-3 years' experience in fast-paced environments with multiple priorities
- Experience with scheduling and/or project planning & coordination
- Innate abilities in planning, customer service and follow-through
- Strong skills in MS Office suite, particularly Excel, and comfort in learning and exploring new software

*As part of the selection process, a French proficiency assessment will be conducted.*

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

**Submit application by:** March 9, 2018

*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.*



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