



2931 19th Avenue, Markham, On, L6C 1L7, 905-887-8954
www.toptomatofoods.ca

Job Description: Administrative Assistant

As this company is a seasonal business, hours may shift season to season. Decreased hours between January – March, increased hours between April – December. Current request is 3 days a week with the potential to increase during the busy season or to cover vacation periods.

About Top Tomato Foods

Top Tomato Foods is one of Ontario's largest growers, packagers and distributors of Ontario's best quality produce. Family owned and operated, Top Tomato Foods carries the same traditional values its founders started with over 50 years ago. Our core produce line includes cauliflower, cabbage and broccoli. Additionally, we also grow many other fruits and vegetables which are sold through our 19th Avenue Farmers Market.

Summary of Job Description

The primary responsibility of this job will be to provide administrative support in the office with specific responsibilities to support the Book Keeper and Health & Safety and Food Safety administrator.

Primary Responsibilities

1. Manage Receiving and Delivery of items
2. Prepare reporting for different elements of the business (Customer, Vendors, Financials, etc.)
3. Data Entry for food safety programs
4. Financial data entry in to QuickBooks
5. Inventory and Supply management
6. Employee HR assistance – assist in managing weekly payroll responsibilities, HR file compliance, etc..
7. Weekly filing
8. Weekly office maintenance
9. Marketing support

Knowledge and Skill Requirements

1. QuickBooks Experience an asset
2. Computer skills (Word, Excel, Outlook, Data Entry)
3. Basic understanding of Spanish an asset
4. Organized
5. Work well under pressure and changing priorities
6. Flexible
7. Team player
8. Strong communication skills
9. Open to feedback/criticism
10. Self-Motivated

Compensation

\$14.50/hour

Three days a week (may increase during busy periods or vacation time)

Primary Season is July to November, we do prefer if vacation time was limited during the main season.

Contact Details

If interested in the role, please send an email to nancy@toptomatofoods.ca

Please note only individuals who will be selected for an interview will be contacted. Thank you.