



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

Job Description: General Office Assistant

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 60 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 company is looking for a general office assistant to assist with day to day activities that include inventory, organizing materials, data entering, etc.

Primary Responsibilities

1. Organize supplies for employees on a weekly basis
2. Communicate with employees requests for orders and requirement's
3. Data entry of food traceability data
4. Assistance with payroll pay stub distribution
5. Assistance with absence tracking
6. Supply Inventory and ordering

Knowledge and Skill Requirements

1. Computer Skills
2. Personable
3. Experience with Microsoft Word and Excel
4. Data Entry experience an asset
5. Personable
6. Professional
7. Organized

Terms

- Seasonal (May – December)
- Approximately 10-20 hours a week
- \$16.00 hour
- Seasonal Job with the potential for extension

Contact Details

If interested in the role, please send your resume to tff.hiring@gmail.com

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