
Job description

Highline Vision and Values:

We aim to passionately nourish people, community and environment, through embracing our core values which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion.

Duties and Responsibilities

- The key element of your role is to ensure that all departmental Key Performance Indicators are reported on a weekly basis and that at least two “DOR” (Daily Operational Report) meetings are carried out with minutes taken.
- Oversee the Raw material inflows and inventory levels along with professionally interacting with suppliers, 3rd party auditors and customers, when requires.
- Oversee proper staffing levels are set and met, in order to allow the farm to attain the required productivity goals and farm profitability.
- Input and assist with the establishment of annual budgets, and ensure department leaders meet targets through cost management and continuous improvement initiatives and efficiencies.
- Performs constant touring of the farms both on an ad-hoc basis and also in structured farm walks, holding your teams accountable to the “Highline non-negotiables” and the relevant SOP’s.
- Ensure that there is a pre-planned work schedule for all of the operational teams
- Oversee that all of the various operational scores and paperwork are fully completed by the various teams in a timely manner for your DOR reports.
- Proactively contribute to identifying opportunities to achieve the Company’s overall strategy to meet and increase volume, quality and food safety requirements
- Ensure departmental Key Performance Indicators are met and develops best practices to maximize growth potential
- Professionally interact with suppliers, 3rd party auditors, customers and internal auditors, when required

Qualifications

- University Degree in Business Administration, Agricultural Engineering, Science, Finance or Accounting, with a minimum of three (3) years of experience in an operations-based leadership role is required
- Extension Equivalent five plus (5+) years of experience in packaging and quality operations or operations management may be accepted in lieu of a University Degree
- Extensive experience and understanding of agricultural processes an asset
- Skilled in examining and re-engineering operations and procedures
- Knowledgeable in contracting, sales, packaging, shipping, and change management
- Experienced in developing and implementing new strategies and procedures
- Ability to develop financial plans and manage resources including analysis and interpreting financial data
- Requires professional written and verbal communication and interpersonal skills and the ability to motivate teams and simultaneously manage several projects
- Work requires a willingness to work a flexible schedule and ability for independent travel
- Demonstrable strong organizational skills and ability to prioritize with an aptitude to effectively handle competing deadlines

- Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- Above average analytical skills, the ability to problem solve a range of complex problems
- Capable of independent and self guided work and accepts and adapts to change
- Excellent interpersonal communications skills and professional behaviours, specifically maintaining confidentiality and sensitive information
- Eligible to work in Canada.
- Fluent in written and verbal English, other languages are an asset.

Benefits:

- Performance Based Bonuses
- Annual Salary Review
- Extended Health & Dental and Vision for Associates and their eligible family members
- Life Insurance and Dependent Life Insurance
- Paid Vacation Time
- Safety Shoe Reimbursement

Location of work: 281090 Service Road, Range Road 293, Crossfield, Alberta, T0M 0S0.

How to Apply:

- By phone: 403-946-4396, Between 08:00 AM and 05:00 PM
- By fax: 403-946-4397
- By mail or in person (between 8:00 am and 5:00pm): 281090 RR 293, S. of Hwy 72 and E. of Hwy 2, Crossfield, AB T0M 0S0

Highline encourages applications from all qualified candidates. When requested Highline will accommodate people with disabilities at all stages of the recruitment, assessment and hiring process.