

Position Title:	General Office Support - Harvest	Location:	Leamington, Kingsville
Department:	Harvest Service	Wage Grid:	O2
Reports to:	Harvest Manager	Direct Reports:	None

Highline Vision and Values:

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.

Position Summary:

Provide administrative support to ensure effective and efficient coordination for all associate activities in the harvest department.

Duties and Responsibilities:

1. General Duties

- a. Provide administrative support for all associate activities in the harvest department
- b. Provide computer and administrative support for HRIS System (Avanti) requirements
- c. Assist with completing paperwork for appointments due to work-related injuries, as well as incident reports and corrective action pending forms
- d. Help harvest associates complete vacation requests and accurately post to the vacation Schedule
- e. Inventory harvest stickers, create and maintain harvest stickers
- f. Coordinate associate performance reviews to ensure timely completion
- g. Assist Harvest Coordinator and Manager in attendance tracking
- h. Data entry of production yield and bonus information provided by Harvest Manager
- i. Performs any other duties as assigned.

2. Leadership & Code of Conduct

- a. Embrace and support the highline culture and values, acting as a brand ambassador at all times
- b. Interact with others in a manner that promotes respect, confidentiality and dignity
- c. Develop and actively foster an engaged work force, displaying professionalism at all times

3. Safety:

- a. Adheres to the Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
- b. Reports unsafe conditions immediately to the supervisor
- c. Reports all incidents, injuries and near misses to the supervisor immediately
- d. Cooperates in the Early and Safe Return to Work Program if an injury or medical illness requires accommodation.

4. Food Safety:

- a. Follows all Good Manufacturing Practices (GMP's) as trained

5. Quality:

- a. Adheres to all quality standards per customer specifications

Qualifications:

- Must be eligible to work in Canada
- Must be at least 16 years of age
- Fluency in English and Spanish (verbal and written) is required
- Excellent communication skills along with the ability to maintain confidentiality
- Must be able to provide a clean driver's abstract
- Strong organizational skills and the ability to prioritize are an absolute must
- Attention to detail and accuracy, strong analytical skills, and the ability to problem solve

- Must be proficient in relevant computer applications

Required Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

Other training as identified from time to time by the company.

Working Conditions:

Weekend and/or evening and some holiday work. Position requires a willingness to work a flexible schedule.

This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

By signing below, I acknowledge that I have reviewed and accept the responsibilities noted within this job description.

Print Name

Signature

Date