



## Office Assistant/Inventory Control Assistant

Summer Position - Orangeville & Redickville Location

*Holmes Agro is a progressive ag-retailer with 4 locations servicing southern and central Ontario. Our mission is to provide quality service, products and agronomic information in the area of crop inputs in order to help our customers be efficient and profitable, while being recognized as leaders in the agricultural industry. Holmes Agro strives to be a service-oriented company, which sells commodities through value added techniques, thus differentiating ourselves from others to enhance the profitability of our growers. In order for us to accomplish our goals we rely on a dedicated team of individuals specializing in customer service, sales and agronomy, operations management, and professional application. The members of our team are passionate about agriculture and form the backbone of our business and the support network for our customers. As our business continues to grow we are seeking motivated, and dynamic individuals who can help us achieve new objectives for our company and our customers.*

Holmes Agro is seeking individuals for summer opportunities to fill the following position at our Stayner locations:

### **Office Assistant/Inventory Control Assistant**

This position involves computer work, organizational skills, telephone skills, assistance with accounts receivable and general office duties. In addition, the candidate will assist in managing the chemical warehouse and monitoring inventory levels on a daily and weekly basis. Successful candidates should be confident in accounting, be able to perform daily invoicing duties and have a professional and personal manner as this position involves regular customer contact. This position requires the applicant to work seasonably long hours.

Please direct resumes, cover letter and further inquiries to:

**Archie Wilson**

Holmes Agro

Email: [archie@holmesagro.com](mailto:archie@holmesagro.com)