CHOIE ORGANIZER
A.K.A. PRODUCTION ADMINISTRATIVE ASSISTANT

Your daily mission: Use your administrative prowess to make the work lives of those you support easier!

WHO ARE WE?
We make coffee. More specifically, we make coffee that kicks ass, and we’ve done it for over 20 years.

It’s exceptional tasting coffee. And that could be why we’re Canada’s #1 selling Whole Bean coffee. But it could also be because all our coffee is Organic. And all our coffee is Fairtrade. And it’s all deep, dark and delicious, roasted right in the Canadian Rocky Mountains. It could also be because our customers are loyal, fervent and demand goodness in every cup.

And it’s not just our coffee that’s good. We were named the Best Workplace in Canada by Great Place to Work for 2018! Our Kick Ass blend was named Canada’s Fairtrade Product of the Year in 2016. We know how to work hard and have fun. And we think we’re just getting started.

We believe great coffee is the answer to many things. But our question to the world is, “How will you wake up and kick ass with us?”

WHO ARE YOU?
It takes a certain savvy to be able to deliver on expectations with minimal information. No problem for you, you rock star! You have experience anticipating the needs of others. Perhaps you’ve been called telepathic a time or two. Your organization skills are unparalleled, and your professionalism allows you to handle confidential information with the utmost discretion. Cool as a cucumber, you have an uncanny ability to remain calm in all situations and to bring that namaste state of mind to others. You’re dynamic, adaptable and love to have fun while working hard.

WHAT WILL YOU DO?
You’ll use extraordinary organizational skills, a knack for finding creative solutions and caring disposition to support our production leaders. Bring on the excel spreadsheets! Bring on the process maps! Bring on the meeting minutes and speedy follow-up to outstanding actions! Bring on the fun!

RESPONSIBILITIES
• Provide exceptional administrative support to our Production Manager and Production Team Leaders.
• Create and sustain an impeccably organized system of control for both physical and electronic documents and information.
• Support the Production Manager with calendar management, meeting agenda preparation, and action item follow up.
• Coordinate and set up meetings; arrange all details including location, technological requirements, invitations, refreshments etc.
• Act as the hub of information that will align the production team as one efficient unit when it comes to meetings, production demands, reporting for quality and safety, and document control.
• Collect and assemble financial reports for production departments and prepare for monthly reviews.
• Compile information for quality control meetings.
• Audit and support production compliance with our food safety management system.
• Provide administrative support for special projects including capital expenditure planning, Way of the Horse implementation and more.
• Consolidate KPI’s and metrics for reporting on various initiatives.
• Support timesheet approval processes and vacation schedule administration.
• Assist with general standard operating procedure upkeep and organization.

QUALIFICATIONS
• Minimum 3 years of professional experience working in an administrative role.
• Experience supporting senior leaders, ideally in a manufacturing environment.
• Certificate level or specific Administrative Diploma an ASS-et.
• Customer Service experience an ASS-et.

PERSONAL ATTRIBUTES
• Unbelievably organized. ‘Nuff said.
• Calm, cool, confident. No matter what.
• Relationship builder with strong interpersonal and communication skills.
• Professional problem solver. Big picture thinker. Proactive, strategic partner.
• Analytical, agile and able to adjust to change in a fast-paced, energetic environment.
• Demonstrate a high degree of personal integrity. Be a trusted confidant.
• Exceptional verbal, written and presentation skills, including a strong working knowledge of PC applications (MS Office, including Outlook, Excel, Word and PowerPoint).
• Annihilate mediocrity with strong attention to detail. High standards for quality. Excellent time management.
• Passion for active and healthy mountain lifestyle.
• Willing and able to work out of our headquarters in Invermere, British Columbia.

If this sounds like your cuppa-joe, please send your Cover Letter and Resume to Jess Wall at jobs@kickinghorsecoffee.com.