



## **Employment Opportunity**

Is Agriculture your passion? Do you believe in outstanding customer service? Are customer relationships important to you?

If you answered yes to the above 3 questions, we want you!

Synergy AG is currently taking applications for Location Administrator in Balcarres SK. The Location Administrator will be responsible for the overall management of Balcarres customer data. This role includes data entry (Invoicing and maintaining customer bookings), daily inventory balancing/reconciling, and account reconciling.

Synergy AG is looking for self-starters that want to build relationships with growers and are highly motivated to bring excellent customer service to our existing and future customers.

Synergy AG was founded in 2016 and is an independently owned crop input retailer with 7 locations serving Western Canada. We are a young, face-paced, growing company that is focused on bringing agronomic solutions to Canadian agriculture. We have a full complement of sales and agronomy staff to serve our growers.

## **Requirements**

- Administrative experience working in a team environment
- Excellent interpersonal skills, demonstrated professionalism and a positive attitude
- Great customer services skills with the ability to create and maintain relationships with peers and customers;
- Strong communication skills, both written and oral
- Dependable, reliable, and safety conscious;
- Effective time management, planning and multi-tasking skills;
- Must possess a valid class 5 driver's license.

Please email your resume, along with 3 references, to: [dave@synergy.ag](mailto:dave@synergy.ag)