



EXECUTIVE COORDINATOR – GOVAN, SK

JOIN THE SYNERGYAG TEAM!

Is Agriculture your passion? Do you believe in outstanding customer service? Are customer relationships important to you? If you answered yes, we want you!

THE ORGANIZATION

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

THE OPPORTUNITY

Reporting to the Chief Financial Officer, the **Executive Coordinator** is responsible for providing administrative support to the Corporate Leadership Team in the areas of operations, human resources, and finance activities.

LOCATION/Number of Openings: Govan, SK / 1

KEY RESPONSIBILITIES

Operational activities to support the CLT include, but may not be limited to:

- Coordinate and track training activities for corporate and location personnel, when and where appropriate.
- Act as the corporate key point of contact for Health, Safety & Environment reporting from locations.
- Partner with external IT provider to track IT assets and monitor replacement.
- Maintain overall SynergyAG organizational chart, contact information, position titles, start, and end dates for employment, etc.
- Arrange for collection of a professional photo for employees upon onboarding.
- Circulate approved annual holiday calendar to all SynergyAG employees.
- Organize corporate meetings and events, including location, coordination, meals, agenda circulation, etc., as required.
- Order and monitor promotional supplies, processing orders for corporate and locations, ensuring consistency in logo placement, colors, marketing strategies, appropriate billing, and provision.
- Reporting, as required, to support corporate business operations.

Human Resources activities to support the CLT include, but may not be limited to:

- Using CLT approved job postings, post and collect applications for new positions within SynergyAG.
- Arrange interviews and prepare consequent communication (offer packages or declines to applicants).
- Coordinate on- and off-boarding of employees in collaboration with CLT, IT providers and people leaders for SynergyAG (corporate and locations).



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- Working with the CLT, update internal policies and make available to organization, confirming read and understood, when requested.
- Liaison between benefits and pension providers to support employee enrollment, questions, etc.
- Track employee leave such as vacation days, maternity leave, etc. in line with established SynergyAG policies.
- Collect and track employee performance management paperwork (annual goal setting forms, mid-season review forms, year-end review forms and performance assessments) from people leaders to create report for owner approval and ensure process of any bonus payments. This information will also feed into the annual merit review process.

Financial activities to support the CLT include, but may not be limited to:

- Process payroll for corporate and location employees
- Reconcile benefit transactions with benefits provider and payroll, ensuring accuracy and timeliness.
- Ensure accurate and timely reporting of any business expenses, exercising fiscal responsibility in line with the SynergyAG policy.

REQUIREMENTS:

- Preferred Certificate or Diploma in Business Administration.
- Diploma in Human Resources or related field is an asset; knowledge of HR concepts, practices, and procedures is preferred.
- Post-secondary training in accounting and/or related certification such as CDN Payroll Association is an asset.
- Minimum three years of working experience at the executive support level with increased responsibility.
- Ability to honour and maintain the highest level of confidentiality.
- Well organized, thorough, conscientious, and attentive to detail to ensure accuracy and quality of work.
- Flexible to accept and adapt to a changing work environment.
- Self-confident in your ability to solve and/or communicate problems and in dealing with people.
- Approachable, courteous, professional, and cooperative when dealing with co-workers, customers and the CLT, in person, electronically and/or by telephone.
- A team player to cooperatively accomplish the goals and objectives of SynergyAG corporate.
- Ability to work independently and within a team environment.
- Proficiency in Microsoft Office Suite
- Dependable, reliable, and a self starter.
- Effective time management, planning and multi-tasking skills.
- Must possess a valid class 5 driver's license.

TYPE OF EMPLOY:

This is a full time, salaried position.



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COMPENSATION:

An excellent compensation package awaits the successful candidate.

CLOSING DATE:

July 5, 2020

If you are interested in this opportunity, feel free to learn more about SynergyAG through our website (www.synergy.ag), Twitter or Facebook. If you would like to apply for this opportunity, forward your resume and three references to: **accounting@synergy.ag**.