



Office Administrator – Palmerston Location

Join a team that's rooted in agriculture—but isn't actually a farm!

At Snobelen Farms, we're proud of our heritage, but let's clear something up: despite our name, we're not a farm. We're Ontario's largest independent, family-owned grain elevator, founded in 1971 when Mike and Judy Snobelen opened our first elevator in Ripley, Ontario.

Today, we operate eight locations across Southwestern Ontario and specialize in:

- Commercial Grains
- IP/Food Grade Soybeans
- Pedigree Seed

We're looking for a highly organized and personable Office Administrator to join our Palmerston location and become an essential part of our front office and grade room operations

What You'll Do:

Office Administration:

- Deliver friendly and efficient front-desk service to all customers and clients
- Respond to inquiries and resolve issues calmly and efficiently, ensuring smooth day-to-day interactions at the front office.
- Handle administrative tasks like filing, mailouts, invoicing support and organizing supply inventory.
- Manage phone inquiries, utilizing our internal software app, and assist with customer account information.
- Assist both our Seed and Operations team with administrative tasks.

Grade Room Support:

- Operate the scale and grain testing equipment
- Collect samples
- Record and maintain accurate weights, grades, moistures and dockages.
- Support inbound and outbound shipments and ensure accurate documentation

What you will Bring to the Team:

- Integrity and Responsibility
- Strong customer service and professional communication skills.
- Ability to work independently without direct supervision.

- Excellent organizational abilities and attention to detail.
- Comfortable with basic math and computer systems.
- A positive, team-oriented attitude.
- Ability to multitask in a fast-paced, seasonal environment.

Working Conditions:

- Busy office setting with interruptions and multiple tasks at once.
- Regular use of computers, phones, printers and grain handling software.
- Combination of sitting, standing and light movement throughout the day.
- Must be comfortable working in both office and grade room environments.

Hours:

Monday to Friday, 8:00am – 5:00pm

Compensation & Benefits:

- \$23.00–\$25.00 per hour, based on experience and qualifications
- Comprehensive benefits package, including:
 - Extended health care
 - Dental care
 - Vision care
 - Life insurance
 - Disability insurance
 - RRSP match
 - Employee assistance program (EAP)
 - Paid time off
 - Wellness program
 - On-site parking
 - Company events