



Accounts Payable/Administrative Assistant

Truro Agromart Ltd. – Upper Onslow, NS B6L 5L3

Job Overview:

We are a group of people passionate about local agriculture, who work to serve Nova Scotia and Newfoundland providing crop inputs and agronomic services. We take pride in providing fast-paced and high-quality service to our customers through timely responses to inquiries, order processing, logistics, invoicing, etc. We have an extensive team of agronomists actively consulting farmers and homeowners regarding crops, lawns, and gardens.

We are seeking an Accounts Payable/Administrative Assistant to join our team. The Accounts Payable/Administrative Assistant will be responsible for processing invoices, managing vendor accounts, and ensuring timely payments. In this position, you'll support our customers and internal team with customer service and administrative duties. You'll be a key player in ensuring smooth office operations and excellent customer experiences.

Responsibilities:

- Process a high volume of invoices accurately and efficiently
- Reconcile vendor statements and resolve any discrepancies
- Maintain organized records of invoices, payments, and transactions
- Communicate with vendors regarding payment status and inquiries
- Assist with month-end closing procedures related to accounts payable
- Collaborate with the accounting team to ensure accuracy and compliance
- Greet and serve retail and farm customers in person, on the phone, and via Email
- Operate point of sale to process customer orders
- Support various office tasks and manage supplies

Qualifications:

- Proven experience in Accounts Payable or in a similar role
- Proficiency in accounting software and MS Office
- Strong attention to detail and accuracy in data entry
- Knowledge of accounting principles
- Friendly and professional customer service skills
- Excellent organizational and time management skills with ability to prioritize tasks
- Proven ability to work efficiently in a fast-paced environment
- Ability to work independently and as part of a team
- Previous experience as an Administrative Assistant, Receptionist, Front Office Representative, or

in a similar role is an asset

- Familiarity or background in agriculture is considered an asset

Job Types: Full-time, Permanent

Benefits:

- RRSP match
- Company Pension
- Casual dress
- Dental care
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care

Flexible language requirement:

- French not required

Schedule:

- Monday to Friday

Work Location: In person

Apply to: rarchibald@truroagromart.ca