



PEI Cattle Producers
420 University Ave Suite 202
Charlottetown, PE C1A 7Z5
902-368-2229

WE'RE HIRING

JOIN OUR TEAM



PART-TIME OFFICE ADMINISTRATOR

JOB RESPONSIBILITIES

- Manage and organize digital and physical office documents
- Handle correspondence: emails, phone calls, Facebook/website inquiries
- Prepare for, book and transcribe minutes at monthly board meetings
- Receive payments and make regular bank deposits
- Assist producers as needed with completing and/or submitting program applications
- Update Facebook page and website
- Other duties as required

REQUIREMENTS

- Availability Tuesdays to Thursdays and occasional evenings for monthly board meetings
- Proven experience in an administrative role
- Good communication and organizational skills
- Ability to multitask and work under minimal supervision
- Experience using Microsoft software suite



APPLY BY SEPT. 30

SEND YOUR RESUME WITH REFERENCES TO:
info@peicattleproducers.com