



Administrative Assistant

Brantford, ON – in-office

CAREERS

HOLSTEIN CANADA is the largest dairy breed association in Canada, proudly serving our membership of more than 9,200 active dairy producers since 1884. With dynamic leadership and a clear vision, we are building an exciting, tech-forward future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to develop along with us.

YOU enjoy supporting others, and getting things done. You effortlessly organize multiple routines and varied projects in a fast-paced environment. You are a clear communicator, quick learner, work well independently but are a true team player who takes pride in delivering high-quality administrative work. You are resourceful and driven.

RESPONSIBILITIES

- Draft, revise, format correspondence, reports and documents with accuracy and professionalism.
- Maintain standardized templates, detailed filing and records systems ensuring documents are organized and accessible.
- Prepare presentation materials, including slides, overheads and speaking notes based on content guidelines.
- Coordinate the collection & submission of articles for breed magazines.
- Assist in organizing and attending internal & external meetings, including preparing materials in advance, recording minutes, track and follow up on action items.
- Maintain & update monthly statistical reports, prepare year-end summaries using compiled data.
- Assist Directors and Operations staff with project tracking by supporting timelines, documentation and deliverables.
- Coordinate materials and communication for special initiatives, committee work, or operational improvements.
- Support Directors with travel arrangements, itineraries and expense documentation.
- Assist in the planning of company and committee events with booking rooms, organize catering, arrange A/V equipment and manage participant lists as required.
- Provide support to the executive Assistant as needed.

YOU OFFER:

- Bilingual (French/English), strong oral and written communication skills.
- Post-secondary diploma or certificate in Office Administration, Business, or a related field.
- 3-5 years' experience working in fast-paced environments with multiple priorities.
- Exceptional skills in MS Word, PowerPoint, Excel, Outlook, Adobe, managing calendars.
- Experience coordinating Teams and Zoom meetings, creating online filing systems.
- Experience with scheduling and/or project planning & coordination.
- Knowledge or experience of dairy breeds or within the dairy agriculture.

As part of the selection process, a French proficiency assessment will be conducted.

Applications will be accepted on an ongoing basis until the position is filled.

Salary Range: \$51,000 - \$63,000

The individual compensation paid within this range is determined based on several factors, including total years of experience, relevant industry experience, qualifications (education, skills), and professional designations.

*We are committed to providing a barrier-free recruitment process. If you require accommodation at any step in the process, we will work with you to meet your needs – simply contact a member of the HR team with your request.
Thank you for your application to Holstein Canada. Due to the volume of applications, only selected candidates will be contacted.*



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We do not use artificial intelligence (AI) in our hiring process. All applications are reviewed using standardized screening questions to ensure alignment with job requirements.

This position is for an existing vacancy.

Please note that **only candidates selected for further consideration will be contacted**. We appreciate your interest in joining our team and wish you the best in your career pursuits.

Contact: hr@holstein.ca

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