



ONTARIO HONEY CREATIONS

938343 Airport Road
Mulmur, ON
L9V 0M1

Ontario Honey Creations is a family owned and operated beekeeping business that is dedicated to providing seasonal terroir honey, artisan honey vinegars and Mead. We are looking to expand our growing team at our location in Mulmur, Ontario.

As an **Operations Support Associate** you will have the opportunity to work collaboratively with our team to complete various administrative and production processes critical to our business operations. The role is multi-faceted where the Support Associate will be responsible for the timely execution of tasks related to the online store, quality control and day-to-day functioning of the production of our products, while maintaining our high standards of accuracy and quality. Organization and communication are important in this role. Full-time hours available **Sunday to Thursday** with flexible hours of work available throughout the week based around childcare needs, school hours or other employment.

General Position Description:

Full training to be provided. This position will have various duties including:

- Bottle, label and pack honey products according to requirements while maintaining high standards of quality
- Monitor inventory levels and communicate needs accordingly
- Utilize your outstanding communication and customer service skills
- Assist in the retail farm store
- Gather and analyze data on customer purchasing behaviours
- Provide day-to-day support to the team, ensuring a variety of tasks are created and assigned appropriately
- Offer additional areas of support in the honey house as needed

Work conditions:

- Ability to lift and/or carry up to 30lbs
- Repetitive tasks that may be physically demanding
- May have exposure to honeybees
- Sitting and/or standing for long periods of time

Qualifications:

- Post secondary education or equivalent
- Detail oriented, thorough and organized
- Excellent written and verbal communication skills
- Eager learner
- Ability to work independently and have autonomy over the process
- Criminal record check required
- Willingness to obtain Smart Serve Certification
- Must meet Canada Summer Jobs Eligibility criteria
- Must meet our Health & Safety Policy requirements

Please apply by sending your resume to Sarah at sarah@ontariohoneycreations.com with subject title **Operations Support Associate**.