



TERRE  
BLEU

## **Administrative Assistant/Bookkeeper**

**(Full Time or Part Time depending on the candidate)**

1 position available

### **Who We Are**

Terre Bleu is Ontario's largest lavender farm and a rapidly growing family agro-tourism business. Every summer, Terre Bleu welcomes tens of thousands of visitors to share in the beauty of our farm and show how sustainable and organic farming can have a positive impact on the world in which we live. Our vision at Terre Bleu is to create an exceptional experience and to share our commitment to education, sustainability and personal well-being with our visitors. Team Bleu members become part of an inspired, innovative and committed group that share our vision and learn to work together and play together.

### **Who You Are**

You are extremely detail oriented, confident and organized. You are an expert multitasker and strong team player. You have an innate desire to lead, learn and connect..

### **A Day in the Life of a Terre Bleu Retail Lead/Ambassador**

- Perform reception duties such as filing, answering phones, sorting mail, maintaining office supplies, e-mail correspondence, etc.
- Maintain and update bookkeeping policies and procedures used for recording financial transactions
- Work collaboratively with Management Team as required
- Check and verify accuracy of source documents submitted such as invoices, receipts, statements, etc.
- Create, update and maintain employee records
- Maintain complete filing system to support financial records
- Prepare other statistical, financial and accounting reports by collecting, analyzing, and summarizing account information and trends
- Perform clerical and other related duties as required
- issue invoices/ cheques/ prepare quotes and sales reports
- Various Ambassador duties such as greet visitors, conduct farm tours, sell our signature lavender products and package farm products, while remaining flexible to take on the many duties of a growing business

### **Requirements**

- Minimum 1 year bookkeeping and payroll experience
- Proficient knowledge in Microsoft Office (Word and Excel) and an ability to learn new computer programs
- Experience with accounting software
- Highly detail oriented and organized

- Ability to work cooperatively and collaboratively with all levels of employees, management and customers
- In depth knowledge of Revenue Canada regulations, Labour Standards requirements, WSIB, and HST and ability to clearly and effectively lead communications with all parties
- Strong analytical and mathematical skills
- Excellent organizational and time management skills
- Ability to work and think independently without direct supervision
- Readiness and ability to initiate. Reach out to people, ask questions, make recommendations, offer to help, and pitch ideas

### **The Finer Print**

- Hours expectation: 37.5 hours per week
- Applicants must be available from Early May to September 2, 2019, with the potential to continue year-round
- Please note our location before applying

### **To Apply**

- Applicants should send their resume along with a cover letter to **info@terrebleu.ca** outlining their background and why they are the right fit for this role and Terre Bleu.
- Please title your email subject line as **[POSITION YOU ARE APPLYING FOR] - TERRE BLEU**. If you wish to apply to multiple positions, please indicate so in your cover letter.
- Applicants are encouraged to apply early as these positions only remain posted until the jobs are filled.

\*Please note only applicants chosen for an interview will be contacted.