



WE'RE RECRUITING



Do you like the idea of working for a top tier agriculture equipment dealership? Are you looking for an exciting career opportunity? Consider Pattison Agriculture!

Administration/Receptionist – Moosomin

If you are looking for an exciting career opportunity in agriculture, consider Pattison Agriculture!

This is a permanent full-time position, and will require working Saturdays during the busy season. As Receptionist/Admin Assistant, you will present the face and voice of the company when greeting and directing customers. You will operate the switchboard, carry out general office duties, handle cash and perform other front line administrative duties. You may also be required to carry out some administrative duties for the Service Department.

If you possess a positive attitude and skills in the following areas: customer service, computer literacy (including Microsoft Office Suite), strong communication, and relationship building, this position may be of interest to you. The successful candidate will require a minimum Grade 12 education, and preference will be given to individuals with professional administrative training or equivalent experience. General accounting knowledge is also an asset.

Apply early as recruitment for this position is ongoing and may be filled prior to the closing date. To apply candidates must be legally entitled to work in Canada. We would like to thank all who apply; however, only those candidates selected for an interview will be contacted.

Pattison Agriculture provides an excellent work environment, with progressive and comprehensive people practices.

Candidates interested in this position must apply using our online application portal at:

www.PattisonAg.com/careers

PattisonAg.com