**Facility Assistant**

**Tracking Code**

3531

**Job Description**

This position is responsible for operating grain and/or special crops processing equipment; loading railcars and trucks; receiving and storing product. Provides ongoing quality customer service and direct contact with customers to ensuring their needs are met.

**Required Skills**

     Operates grain and/or special crops processing equipment including binning, cleaning, drying, blending and storing of grain to meet shipping requirements and quality specifications while maximizing blending opportunities.

     Documents and reports bin mixes to others. Takes samples for quality analysis.

     Prepares, weighs and loads railcars and trucks for shipment

     Prepares shipping documentation and maintains grain and/or special crops samples.

     Receives and records product including quality, damages or shortages. Organizes and maintains inventory including conducting regular inventory checks and reconciliations. Refers issues to Facility Assistant II.

     Assists in the evaluation of grades, dockage and moisture of grains, oilseeds and/or special crops under direct supervision.

     Performs general maintenance including conducting routine equipment repairs for grain and/or special crops processing equipment. Services equipment used in the movement of grain and/or special crops.

     Keeps facility and grounds clean, tidy and free of fire hazards while working within the SH&E guidelines. Follows ISO standards and procedures.

     Performs other duties as required.

**Required Experience**

Grade 12 or equivalent. Previous grain and/or special crops experience an asset.

Other:

     Must be willing to enroll and works toward the completion of the Agri-Business Certificate program or equivalent.

     Demonstrated knowledge of modern farm practices and industry regulations.

     Demonstrated ability to work independently.

     Must possess good interpersonal and communications skills with the ability to develop and maintain effective working relationships with internal and external contacts.

     Mechanical ability to operate and maintain grain processing and farm supply equipment.

     Demonstrated physical ability to perform the functions of the job.

     Must be willing to relocate.

**Job Location**

North Battleford, Saskatchewan, Canada

**Position Type**

Full-Time/Regular

**Salary**

34,613.00 - 54,083.00 CAD

**Close Date**

May 3, 2015

**Devon Deis, BBA**

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