



**HEALTHY BERRIES LTD.**

6246 Commercial Road, Box 1436

Montague, PEI, Canada, COA 1R0

email: [careers@healthyberriesltd.ca](mailto:careers@healthyberriesltd.ca)

phone: 902-838-3777

**CAREER OPPORTUNITY**

**Administrative Assistant**

*Full Time*

Healthy Berries Ltd. produces supreme-quality Wild Blueberry Whole Fruit Puree with a patented process, TEKMAASH. Our puree products are a convenient, healthy, and easy-to-digest way to consume whole fruit. We work directly with farmers across Atlantic Canada, hire local, and are dedicated to our community.

**Description**

Our Administrative Assistant is the first face to greet our customers and guests at our plant office. Therefore, the successful candidate must have experience in customer service, and / or hospitality, or otherwise identify as a "people person". As the Administrative Assistant, you provide work directly with the General Manager to manage the day-to-day affairs of the business. You also provide support where needed to the Manufacturing Manager, and Engineering Manager.

The successful candidate must have high standards for quality, take pride in their work, and are impeccable with their word and professional conduct.

**Duties**

- ✓ Answering the phone
- ✓ Responding to emails
- ✓ Photocopying
- ✓ Filing
- ✓ Faxing
- ✓ Mailing
- ✓ Preparing Bill Payments to be authorized by management
- ✓ Preparing Customer Invoices
- ✓ Preparing Payroll; tending to other Human Resource related matters
- ✓ Attending meetings, keeping meeting minutes

# SUPERFRUIT PUREe™

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### Requirements

- ✓ Clear criminal record check;
- ✓ Reliable transportation;
- ✓ Typing / Word Processing: MS Office package;
- ✓ Bookkeeping Experience: Sage Simply Accounting;
- ✓ Customer Service experience;
- ✓ Identify as a People Person;
- ✓ High standards for quality;
- ✓ Attention to detail;
- ✓ Comfortable working with numbers;
- ✓ Ability to serve as a Quality and Safety Champion for the manufacturing facility.

### Assets

- ✓ Previous experience in HACCP facility;
- ✓ Previous experience in foods plant or production environment;
- ✓ WHIMIS; First Aid; Forklift Operator License all considered assets.

### To Apply

Closing Date: Friday, February 16<sup>th</sup> 2018

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In Person: 6246 Commercial Road, Montague PE, COA 1R0

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