

Please send your resume to:

Cherie Calvez
Regional HR Business
Partner / MB
Cherie_calvez@G3.ca

We offer employees excellent working conditions, competitive salaries and a comprehensive benefit package. Interested candidates are invited to submit a resume and cover letter stating their salary expectations.

G3 is proud of its diverse workforce comprised of employees who are valued for their individual skill and attributes.

Applicants should contact the hiring manager if they require accommodation during the competition process on a confidential basis.

Job Title: Operations Assistant

Location: G3 Glenlea

The Operations Assistant performs duties related to handling grain throughout the facility. Key objectives include a safe and healthy environment for everyone at the location; clean, efficient and well-maintained physical facilities; excellent customer service; and positive working relationships with G3 colleagues and business partners.

Responsibilities and duties include but are not limited to:

- Comply at all times with corporate EH&S policies and best practices.
- Ensure physical facilities are clean, efficient and well-maintained.
- Receive grain by truck, including weighing and documentation.
- Sampling grain and assisting in assessing grain quality
- Binning and transferring grain
- Operating Terminal control systems
- Operating grain cleaning equipment and assessing quality
- Shipping grain, including handling rail cars and locomotive
- Provide friendly/quality customer service to all farmers and commercial truckers.
- Identify opportunities to improve standard operating procedures and reduce operating expenses.
- Promote effective communications and collaborative working relationships between management, staff and G3 head office.
- Other duties as required.

Qualifications

- Strong work ethic, ability to learn and willingness to take on responsibilities of the position
- Ability to operate a programmable logic computer (PLC)
- Good communication and team-work skills
- Knowledge of grain grading and cleaner operations is an asset
- Familiarity with grain-handling equipment and processes is an asset
- Minimum 6 months experience working in an elevator/terminal

G3 provides the opportunity to have a challenging and rewarding career that will allow one to be part of a growing and dynamic company while offering a competitive salary. Join our diverse team of talented professionals who call G3 home!

This posting will remain open until a suitable candidate is selected.