



**LP CONSULTING LTD. 91-204 SACKVILLE DR., LOWER SACKVILLE, NS**

## **Client and Program Support**

LP Consulting works every day with clients to offer fresh solutions for farmers, industry and the environment. For over 25 years, LP Consulting has been providing leading edge expertise in the areas of nutrient, soil and waste management, land reclamation, waste-to-resources programs, crop production and research projects.

Our success comes from well-established relationships in both the agricultural and industry sectors that we nurture through providing superior client services. We encourage our staff to be innovators and life-long learners to help our clients succeed.

### **Areas of Responsibilities**

- **Client Liaison** - Liaison with our clients (farmers, industry, etc) to meet their need for information, support, assistance, etc. Act as first contact when clients call the office.
  - Professional communication skills, social and interpersonal skills is essential.
- **Soil Sampling Program and Students** – responsible for soil sampling program including on-farm sampling and summer student workload management and organization. Student funding applications, interviews and evaluations. Equipment maintenance and inventory.
  - Requires excellent organization and leadership. Physical ability to conduct field work in all weather conditions and flexibility to start work early and stay away overnight.
- **Office Management** – respond to client phone messages, emails and prepare invoices. Manage office and research equipment inventory and stocking. Participate in team meetings, workshops, tradeshow and training sessions. Organize and coordinate product delivery to clients.
  - Able to multi-task and stay organized in many different areas. Handle a fast-paced environment with professionalism and positive attitude.
- **Data Collection and Entry** – Assist in client and research data collection and entry into software programs, assembling client nutrient management program binders.
  - Requires sharp attention to detail and high-quality standard of work. Proficient in Microsoft products including word and excel.
- **Staff Support** – support staff members completing tasks and assist in research and projects as needed.
  - Requires a good team member and ability to jump between and prioritize tasks.

### **Qualifications**

- Experience with client services. This is essential in developing connections to our clients. Relationships are our #1 priority!
- Graduated from either University or Community College from one of the following programs: Agriculture, Environment, Business or Office Administration.
- Experience in agriculture is an asset.
- Valid driver's license with clean driving record.

This full-time job posting will remain active until there are several candidates that have the potential to be the right person to fit our team. Salary, vacation and benefits will be negotiated based on qualifications and experience. Please email your cover letter & resume to Misty Croney, [mistycroney@eastlink.ca](mailto:mistycroney@eastlink.ca)