



## Program Administrator

LP Consulting Ltd, 445 Sackville Dr, Suite 201, Lower Sackville NS  
[www.lpconsulting.ca](http://www.lpconsulting.ca)



### *Join Our Team!*

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. LP has been expanding to include carbon projects and markets. Our success comes from well-established relationships in both the agricultural and industry sectors that we nurture through providing superior services that benefits all sectors, including the environment.

We are looking for a full-time permanent team member who is motivated to help our programs run smoothly, in particular, our fast-paced amendment program! We are a positive client driven, team supportive company that encourages staff to grow and flourish in their positions.

#### **Areas of Responsibilities:**

##### **Soil Amendment Program**

- Organize logistics for trucking amendments, coordinating between farmers, truckers, and plant facilities.
- Contact farmers and confirm amendment orders based on soil and amendment analysis and plant production.
- Manage multiple amendment schedules for several years in advance.
- Review and report on the lab analysis for soil amendments.
- Work with project team to address issues.
- Work with project team on provincial and federal permit applications for land application of amendments to ensure safety.
- Work with project team to identify, apply for and develop new amendment research programs.



##### **Office Management**

- Monitor and respond to phone calls, emails, etc. Prioritize and distribute messages to appropriate staff. Provide excellent service to clients who call.
- Be the liaison between LP Consulting and our clients (farmers, industry, etc) to meet our clients need for information, support, assistance, etc.
  - Professional communication skills, social, interpersonal skills and problem solving is essential to this position. This not only provides service to our clients, but also helps us to understand our clients needs, expectations or difficulties.
- Office, fleet and equipment administration.
- Invoicing.
- Manage summer student funding applications and reports to appropriate funding groups.

##### **Nutrient Management Planning Program Support**

- Work with planners to enter data, put NMP binders together, etc.
- Open to providing assistance in the field if required.

##### **Other**

- Be part of the LP team and uphold our high standards for service and quality of work. Take part in marketing, tradeshow, conferences and assist team where necessary.
- Continue to build knowledge through courses, etc. Participate in team meetings, workshops, education, and training sessions.

## **Qualifications and Attributes:**

### **Education and Work Experience**

- Degree/Diploma in Agriculture, Sciences or Administration.
- Experience in working in customer service would be an asset.
- Training will be provided.

### **Work Conditions**

- Able to adapt to a fast-paced dynamic work environment.
- Must be able to work with tight deadlines.
- The workday can be unpredictable. Must be able to switch tasks and step into any job required. Ability to juggle multiple projects at a time.

### **Specific Skills**

- Provide exceptional service to clients in a positive and professional manner to develop long-term work relationships. Clients are our #1 priority.
- Exceptional organizational skills with the ability to handle multiple projects. Must be able to evaluate and prioritize tasks.
- Excellent verbal and written communication.
- Must have experience using Microsoft products (excel, word, PowerPoint).
- Excellent math and problem-solving skills.
- Keen eye for details.

### **This job will be fulfilling if you are:**

- Committed to life-long learning and adapting to new information.
- Passionate about making a difference. The green economy is essential to the future. Think outside of the box.
- Are a team player that can hold their own with a team that is focused, passionate and strive for excellence.
- Motivated with a strong work ethic.
- Familiar with the agriculture industry.
- Inspired to be working in a supportive role on a team but can also take charge of own tasks and responsibilities.

### **LP Consulting Benefits include:**

- Health, dental and disability insurance coverage
- Company RRSP contribution. Employee does not have to match the company contribution.
- Paid vacation
- Holidays - 6 days of statutory paid holidays. LP Consulting pays an additional 11 days of non-statutory holidays. Total paid holidays – 17 days.
- Monthly health benefit of \$55/month to contribute towards healthy pursuits.
- Cell phone and company visa

Salary will be negotiated based on qualifications and experience. The posting will remain active until the position is filled. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**Please email your cover letter and resume to Misty Croney (VP and Senior Agrologist)**

[misty.crony@lpconsulting.ca](mailto:misty.crony@lpconsulting.ca)



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