



BROWNING HARVEY LTD.

EMPLOYMENT OPPORTUNITY – ADMINISTRATIVE SUPPORT SPECIALIST

THE COMPANY

Browning Harvey Ltd. is a locally owned and operated bottler of Pepsi Cola Products in Newfoundland and Labrador, and is a recognized local market leader in the brand name Liquid Refreshment Beverage Category in this province.

THE ROLE

Browning Harvey Ltd. currently has an opening for a full time, permanent position in the role of Administrative Support Specialist located in our Grand Falls-Windsor office. The Administrative Support Specialist provides a diverse range of office supports to the various departments including Administration, Sales, Service and Shipping.

This role will have many responsibilities, which include but are not limited to the following:

- To assist with the reconciliation and posting of daily sales and inventory.
- Complete Service Department administrative functions.
- Reception duties including switchboard, petty cash and customer service.
- Provide support to both the sales and shipping departments as required.
- Meet all company performance benchmarks related to Pepsi Cola Standards and shipping goals.
- Support all safety requirements as required.
- Compliance with company respectful workplace practices and procedures.

THE CANDIDATE

The ideal candidate will have the following:

- Post-secondary education in business administration or relevant education and experience.
- Technical ability to utilize software and programs across multiple applications.
- Proficient in MS Office.
- Strong analytical, organizational and decision making skills.
- Strong written and oral communication skills.
- Ability to work in a fast paced, multitask environment while being able to meet regular deadlines.
- Ability to understand and work with diverse groups of people.
- Teamwork skills that support a team based operation.
- Comfortable working in a repetitive environment.
- Ability to provide professional and courteous service in any scenario.

If you are interested in this role, please forward an application by December 5th, 2022 to:

Browning Harvey Ltd.
Human Resources Group
Fax: (709) 726-3852

Email: humanresources@aharvey.nf.ca
Website: www.browningharvey.nf.ca

Browning Harvey Ltd. is an equal opportunity employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.