

Operations Coordinator

Who we are:

As a leading broker of dairy goat milk in Ontario, we look to supply processors with quality goat milk while providing exceptional value that supports our members. Headquartered in Teeswater, ON we have members across the province.

As the Operations Coordinator, you will report to the General Manager and collaborate with the larger office staff in ensuring the smooth operation of our day-to-day procedures.

What you will do:

Member Relations

- Develop a strong understanding of the goat industry and agricultural landscape as a whole to effectively communicate and advocate for membership
- Support management in responding to member requests and concerns
- Make outgoing calls to potential new members to drive growth
- Research and adapt to new trends in the industry as they emerge
- Monitor and execute operational objectives related to the Strategic Plan
- Develop and implement new processes and procedures, as needed to support changing business demands
- Other operations duties as required

Quality

- Perform daily monitoring and verification of sample results and communicate results with members including corrective actions for deviations
- Performing Bulk Tank Samples for members as required
- Perform CHARM tests as required.
- Maintain all testing equipment and document and retain all records of maintenance.
- Provide support to improve quality practices and procedures on farm
- Oversee training and refresher courses for employees related to BMTG licenses
- Participate in Quality Committee, giving updates and recommendations

Animal Welfare

- Managing all records related to Animal Welfare
- Monitoring and updating of ODGC Animal Welfare policies including member self-assessment and 2nd party review procedures
- Participate on CARE committee and provide input and suggestions to support enhancement of current policies and procedures
- Understanding and application of the National Farm Animal Care Council – Goat Code of Practice

Logistics Support

- Organization and maintenance of paperwork related to logistics operations, including work orders.
- Ensuring all documentation is complete, accurate, and compliant with relevant regulations and company policies.
- Performing checks on paperwork and documentation to identify any discrepancies or inconsistencies. Rectifying errors promptly and communicating with management.
- Collaborating with team members regarding administrative and logistical matters.
- Act as support to Logistics Manager in the planning of daily routes and workflow, including updating of driver's sheets and recording of routes in Samsara database
- Monitoring of volumes being picked up and delivered to processors
- Assist in loading and offloading of trucks, if needed
- Perform other logistics duties as assigned.

Health and Safety

- Conduct regular workplace inspections including the ability to monitor and recommend corrective action
- Collaborate with Management to monitor compliance and identify and resolve safety issues
- Assist in the development and maintenance of health and safety policies and procedures
- Ensure all regulatory requirements are being adhered to including ensuring employees work in compliance with company health and safety standards
- Deliver safety orientation for all new and existing employees, when required
- Organize regular safety meeting for drivers and ensure qualifications are up to date

Who you are:

- Business degree or diploma, Agricultural/ Food science degree or diploma, or equivalent
- Strong computer skills (specifically in MS Office)
- Strong interpersonal skills, as well as oral and written communication skills
- Knowledge of the agricultural industry
- Experience in health and safety position with knowledge of Occupational Health and Safety Act and Regulations or ability to obtain
- Current Working at Heights (WAH) or ability to obtain
- Current Standard First Aid with CPR and AED certification or ability to obtain
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Previous transportation or dispatch experience an asset
- Previous experience in a technical role is an asset
- Valid Class G license
- Willing to obtain BTMG certification

Ontario Dairy Goat Co-operative is an equal opportunity employer and value diversity in our workplace. Reasonable accommodation is available upon request throughout our recruitment and selection process. We thank those interested in the position - only those selected for an interview will be contacted.