

## QA Admin Assistant

### Why join our team?

HyLife is a global leader in food processing. Our vision is to be the best food company in the world. To achieve this, we need talented people like you to join our team. HyLife creates limitless opportunities for passionate individuals, and we have an exciting new career opportunity located in **Neepawa, MB** for you to explore!

### Quick Facts:

- Culturally diverse – employ people from all over the world
- Fully integrated facility –Feed Mills, Barns, Transportation, and Production Plant
- 4800+ employees worldwide
- We Care about our employees, communities, customers, animals, and our environment

### What we can offer you:

- **Competitive Wage**
- **Vacation**
- **Benefits package – dental coverage, vision care, extended health care, & more!**
- **Secure, stable, and permanent full-time employment**
- **Employee Referral program - \$500!**
- **Free parking**
- **Company events**
- **And more!!!!**

### Your days will include:

- Perform general office duties and administrative functions such as:
  - file, print forms, scan documents, and order supplies as required
- Verify paperwork, archive documents, and data entry
- Reconciliations and reporting inconsistencies
- Visit various production floors and perform swabbing activities and microbiological plate readings
- Sample preparation and calibrating measuring tools
- Time-card management for Sanitation and QA depts
- Provide support to the QA team in a professional and responsible manner

### To succeed in this role, you must possess:

- Grade 12 diploma or equivalent
- The ability to perform in an office environment, as a team player, and able to multi-task
- The ability to work independently with limited supervision
- Good written and verbal communication skills
- Proficient computer skills in Microsoft Office and database entry/management
- Initiative and results-oriented with attention to detail and accuracy
- Superior planning and organizational skills
- Exceptional customer service and ability to maintain confidentiality

**Ways to apply:** Online at <http://hylife.com/current-opportunities/> or email to [jobs@hylife.com](mailto:jobs@hylife.com) or mail to PO Box 10,000, 623 Main St E, Neepawa, MB R0J 1H0.

*HyLife has an accommodation process for employees with disabilities. If you require a specific accommodation during your employment because of a disability, please contact [Jobs@hylife.com](mailto:Jobs@hylife.com). An HR representative will be in touch with you as soon as possible. Reasonable accommodations will be determined on a case-by-case basis and our accommodation policy can be forwarded upon request.*

**We want it to be YOU! Come join our HyLife team.**

