



With annual revenues of \$2.2 billion and representing approximately 3,500 Ontario dairy farm businesses, Dairy Farmers of Ontario (DFO) is the province's largest agricultural marketing organization. In its production, transportation and marketing roles, this non-profit organization is an essential partner in the Canadian dairy industry.

Quota Administrator

The newly added position of **Quota Administrator**, reporting to the Assistant Director, Finance, will participate in the administration of quota policies and will respond to producer inquiries.

The successful candidate will need to possess the following qualifications and requirements:

- University degree or equivalent work experience;
- Strong written and verbal communications skills;
- Strong organizational skills;
- Demonstrated research and problem solving skills;
- Demonstrated mathematical skills;
- Demonstrated customer service skills;
- Proficiency in Microsoft Office;
- Experience working in a regulated work environment is an asset;
- Dairy industry knowledge is an asset; and
- Ability to communicate verbally in French is an asset.

Overview of the job responsibilities:

- Handle straightforward quota files including communication with the producer, completing and obtaining required information, processing and preparing quota files;
- Research and prepare quota histories;
- Handle other producer requests and answer producer inquiries;
- Support obtaining any further information for internal policy reviews;
- Verify and proof all information;
- Administer the NPP (New Producer Program) and NEQAP (New Entrant Quota Assistance Program); and
- Support producer communications.

This is a full-time permanent position at DFO's Head Office in Mississauga. DFO offers a competitive salary, an attractive benefits package, good work/life balance and opportunities for professional development.

Dairy Farmers of Ontario maintains an accommodation policy and will provide accommodation to job applicants with disabilities during the hiring process. Please contact us should you require an accommodation.

Please submit a cover letter and resume by **May 17, 2019** to:

Human Resources Department
Dairy Farmers of Ontario
6780 Campobello Road
Mississauga, ON L5N 2L8
Fax: 905-821-3045
E-mail: human_resources@milk.org

Only applicants selected for an interview will be contacted.