



With annual revenues of \$2.1 billion and representing approximately 3,700 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.

Field Services Representative - Glengarry and Prescott Counties (Contract)

Reporting to the Manager, Regional Field Services, the focus of this position will be on farm evaluations to assess compliance with the provincial Raw Milk Quality Program and the national proAction Quality Assurance Program. This is a full time, 15 month contract position, expected to end in October 2019. The position is responsible for dairy farms in Eastern Ontario in the counties of Glengarry and Prescott.

The successful candidate will possess the following qualifications and requirements:

- Post-secondary degree or diploma or equivalent work experience, preferably in a regulated industry practicing ISO or HACCP processes;
- Proficiency in Microsoft Office Suite and data collection;
- Strong written and verbal communication skills;
- Strong organizational and presentation skills;
- Demonstrate good listening and customer service skills, and are able to build respectful relationships;
- Self-motivated and work well independently;
- Dairy industry knowledge is an asset; and
- Bilingual in English and French is required (verbal and written).

Overview of the job responsibilities:

- Inspect and conduct validations at farms to verify compliance with provincial regulations, national programs and DFO policies in relation to milk quality and safety and sustainability.
- Investigate, identify and make recommendations in writing, to address and escalate quality related issues as necessary.
- Write reports, attend hearings and give evidence as necessary.
- Inspect milk sample depots and report results.
- Understand, explain and support DFO policies and regulations that pertain to all aspects of dairy farming.
- Maintain complete records of field activities and submit to management for accurate records management.
- Attend and act as a resource at Dairy Producer Committee meetings as requested.
- Attend, assist and prepare reports for DFO and County meetings as required.
- Complete assigned projects.

The successful candidate must reside in Eastern Ontario, in the general area of Glengarry and Prescott, and be able to work from a home office. A valid Class G driver's license and good insurance history are required, as a company vehicle is provided to travel to farms in the assigned counties and potentially throughout the province. Available to work weekends and on-call according to a pre-determined annual schedule.

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 June 1, 2018 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.