



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.

Quota Administrator

Reporting to the Director, Operations the responsibilities of this position will include the administration of quota policies, including reviewing and drafting responses to quota letters of intent, responding to quota related inquiries, communicating quota related information to stakeholders, finalizing the quota exchange and administering the new entrant and new producer programs.

The successful candidate will possess the following qualifications and requirements:

- University degree or equivalent work experience;
- Strong written and verbal communications skills;
- Strong organizational and customer service skills;
- Demonstrated problem solving skills;
- Demonstrated mathematical 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:

- Respond to dairy production quota inquiries and letters of intent;
- Update and maintain all forms and policies related to quota and other programs;
- Track statistics, trends, results and information related to quota and programs;
- Draft reports, papers and presentations on a regular basis;
- Review and assess program applications;
- Participate in committee meetings by preparing background material for discussion and agenda; and
- Prepare and organize background materials for hearings.

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 March 23, 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.