



## EMPLOYMENT OPPORTUNITY

**Employer:** BC Turkey Marketing Board

**Title:** Production and Audit Coordinator

**Employment Type:** Part-time, 30 to 35 hours per week

**Location:** Surrey, BC

### Overview

The BC Turkey Marketing Board (BCTMB) is the first instance regulator for the BC turkey industry. The Board has the authority to regulate the production of all turkey grown for either meat or eggs in British Columbia. Any entity that grows more than the allotted 50 turkeys per year for personal consumption is subject to the Board's Order and Regulations. Under the Natural Products Marketing (B.C.) Act and the BC Turkey Marketing Scheme, the BC Turkey Marketing Board:

- Licenses turkey farmers, hatcheries, and processors;
- Sets the minimum live price for turkey in negotiations with processors;
- Maintains a quota system; and,
- Promotes turkey products.

BCTMB is looking to hire a Production and Audit Coordinator. The ideal candidate for this position has a genuine interest in supporting the BC agriculture sector. They have experience coordinating and analyzing both qualitative and quantitative information and they have an excellent eye for detail. They are self-motivated to learn and are keen to perform their job well.

This role is designed for someone to become oriented to the BC Turkey sector by coordinating production and audit activities. The ideal candidate will be interested in obtaining the required certifications to allow them to audit BC turkey farm compliance with the Turkey Farmers of Canada [On-Farm Programs](#). Once certified, they would continue with the role's production and audit coordination activities while completing ten or more on-farm audits per year. At this point, the job would graduate to full-time employment (40 hours per week).

### Duties and Responsibilities

- Gathers information from turkey farmers and processors on flock placements and processing plant schedules
- Enters data into the required software and keeps it updated throughout the year
- Receives weekly reports from stakeholders; analyzes them for errors, omissions, and irregularities, and follows up accordingly
- Prepares reports on BC's turkey production and keeps an organized schedule of reporting requirements
- Supports industry's response to disease outbreaks by circulating disease notices and facilitating movement permits for Avian Influenza

- Ensures good record keeping for on-farm program audit documents as per the TFC Management Manual
- Follows up with farms on their Corrective Actions resulting from on-farm audits
- Tracks number of Corrective Actions per audit and provides reports to the Executive Director on auditing performance
- Coordinates third-party audits with TFC

### **Essential Qualifications & Experience**

- 3+ years' work experience
- Excellent MS 365 skills including Excel, Word, and Outlook
- Able to work well in a team and independently
- Able to build and maintain relationships with stakeholders
- Well-organized particularly in document and time management
- Shows initiative
- Communicates effectively and clearly
- Can multi-task and prioritize their workload
- Detail oriented

### **Asset Qualifications & Experience**

- Experience in the agriculture industry
- Knowledge of supply management
- Professional Animal Auditor Certification Organization (PAACO) Certification

Interested candidates should email their resume to [info@bcturkey.com](mailto:info@bcturkey.com). Resumes will be reviewed as they are received.