



<b>Position:</b> Office Administrator
<b>Group:</b> Operations
<b>Position Type:</b> Permanent Full Time
<b>Hours of Work:</b> 35 hours/week
<b>Job Grade:</b> OP3
<b>Annual Salary*:</b> \$45,412 - \$67,904 (*commensurate with experience)
<b>Expected Starting Salary:</b> \$45,412
<b>Job Posting #:</b> JP-10-2026
<b>Posting Dates:</b> 2026 03 17 – Until Filled

### Office Administrator Operations

Come join Canada's leader in horticultural research and innovation and grow your career with us!

Vineland Research & Innovation Centre (Vineland) is a uniquely Canadian results-oriented organization dedicated to horticulture science and innovation. We are an independent, not-for-profit organization, funded in part by the Sustainable Canadian Agricultural Partnership (Sustainable CAP), a five-year, federal-provincial-territorial initiative. We deliver innovative products, solutions and services through an integrated and collaborative cross-country network to advance Canada's research and commercialization agenda.

Vineland is situated on treaty lands. These lands are steeped in the rich history of the First Nations including the Hatiwendaronk, the Haudenosaunee, the Anishinaabe and the Mississaugas of the Credit First Nation. Many First Nations, Métis and Inuit people from across Turtle Island live and work in Niagara today. Vineland stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live. As treaty people, residents, and caretakers, we are committed to continuous learning and a deep respect for Indigenous people, culture and history.

#### ***What we're looking for...***

Reporting to the Director of Operations, the Office Administrator provides administrative support to the Director of Operations (80%) and the Director of Human Resources (20%). The role contributes to organizational efficiency through office coordination, reporting, and administrative support for employees, vendors and clients.

This position requires a consistent on-site presence, frequent interaction across the Vineland Campus, and the ability to work effectively in a fast-paced environment. Responsibilities include independently managing priorities, maintaining records and documentation using Microsoft 365 and Adobe, responding to inquiries, supporting events and deliveries, and completing occasional local travel using corporate fleet vehicles.

#### ***What you'll do...***

##### **Operations**

- Provide extensive administrative support to the Director of Operations for office-related processes, tasks, requests and initiatives. This includes the posting of information, booking and arranging meetings, capturing and consolidating information in an efficient and organized manner according to corporate policies and procedures and maintaining the main Vineland mail room and kitchen.
- Act as first point of contact for office and operational inquiries, including directing employee's, visitors and callers to the appropriate personnel.
- Provide back up to the Procurement Coordinator for the receipt of deliveries and overseeing courier requests/pick ups, distribution of incoming mail, purchasing of supplies and equipment. Manage inventories for office, kitchen, and minor IT equipment.



### Human Resources

- Assist with maintaining and updating employee files, ensuring all documentation (contracts, compliance forms) is current and properly filed.
- Assist with the recruitment process by posting job advertisements, scheduling interviews, filing candidate correspondence, and related tasks as directed.
- Assist in the coordination of related health and safety training programs; updating and distributing related Joint Health & Safety Committee lists. May be required to provide administrative support to the Joint Health Safety & Environment Committee.

### What we need from you...

- Post-secondary diploma in Office/Business Administration or an equivalent combination of education, experience and training,
- College diploma in HR Management considered an asset
- Three (3) to five (5) years administrative or office support experience
- Proficiency with Microsoft Office 365, experience with Power BI for reporting, Adobe for document handling, and familiarity with project tracking and reporting.
- Experience with SharePoint, OneDrive and Records and Information Management.
- Human Resource, Procurement, and Health and Safety experience preferred
- Bilingual (French and English) is considered an asset

(\*A more comprehensive position outline is available upon request.)

### Why work for us...

Our people are the most important asset in achieving our goals and are known in the world for their excellence in science and entrepreneurship. Our staff enjoys an exciting and challenging work environment noted for collaboration and knowledge sharing.

Vineland strives to create an environment that brings the power of diversity to life. We welcome applications from all qualified candidates including women, Indigenous peoples, members of visible minorities and racialized groups, persons with disabilities, persons of the 2SLGBTQIA+ community, and others. In accordance with all applicable provincial accessibility standards, accommodations are available upon request for candidates taking part in all aspects of the recruitment, selection and/or assessment process.

### And there's more...

- Flexible work arrangement
- Competitive Salary
- Comprehensive health benefits
- RRSP Matching Plan
- Paid vacation
- Employee perks
- Company Events

### If selected to join our team:

You will be required to present proof of education (original transcripts/credentials). Credentials obtained outside of Canada require an evaluation to determine the Canadian educational equivalence. This evaluation must support the educational requirements for the position as a condition of employment. For further information, visit: World Education Services at: <http://www.wes.org/ca>.

### Contact us...

We look forward to hearing from you!

Vineland is located at 4890 Victoria Avenue North\*, Vineland Station, Ontario, Canada.

(\*Please note that this location is not accessible by public transportation.)



**vineland**  
RESEARCH & INNOVATION CENTRE

## Career Opportunity

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Website: [www.vinelandresearch.com](http://www.vinelandresearch.com)

E-mail: [careers@vinelandresearch.com](mailto:careers@vinelandresearch.com)

We appreciate all applications received; however, only candidates selected for an interview will be contacted. We confirm that we do not use AI in screening, assessing or selecting candidates; and this position is an existing vacancy.

***For more information on Vineland Research and Innovation Centre, visit us at [www.vinelandresearch.com](http://www.vinelandresearch.com).***