Business Operations Coordinator

Description

Business Operations Coordinator

Vesper Grain Inc.

Office Administration | Executive Support | Bookkeeping | Grain & International Trade Operations

Location: Winnipeg, Manitoba, Canada
Employment Type: Full-Time
Compensation: CAD $23–30 per hour, based on qualifications and experience

About Us & The Opportunity

Vesper Grain Inc. is a newly established Manitoba-based company specializing in premium food-grade Non-GMO soybeans, specialty grain operations, and international exports.

We are part of an established international agricultural supply chain network with operations in Asia, Canada, and the United States, providing a strong foundation for our Manitoba business.

We are looking for a dependable, proactive, and well-organized individual to join our Winnipeg office and work closely with the management in building and coordinating our Manitoba operations.

This is an exciting opportunity for someone who enjoys taking initiative, working independently, and making a meaningful contribution to a growing business.

Closing Date

December 31, 2026

Categories

Business, Finance and Administration

Employer

Vesper Grain Inc.

Location

Rural

Address

201 Portage Avenue
Winnipeg, R3B 3K6

Job Type

Full-time

Education Level

Other

Email

trade@bluenilesoy.com

You will play an important role in day-to-day operations while building relationships with growers, processors, transportation providers, international and other business partners.

Why Join Vesper Grain?

- **Make a Real Impact:** Play an important role from the early stages of our company and help shape how we operate.
- **Take Ownership:** Enjoy a varied, hands-on position where your ideas, initiative, and contributions truly matter.
- **Grow with Us:** Develop your skills and take on greater responsibilities as our business expands.
- **International Exposure:** Gain experience working with international partners in the agricultural and food industries, with potential opportunities for business travel.
- **Supportive Working Relationships:** Work closely with leadership in an environment that values trust, open communication, and teamwork.

  Join Our Team

  If you are someone who takes pride in doing things well, enjoys solving problems, and values building positive working relationships, we would love to hear from you.

  Join Vesper Grain Inc. and be part of building something meaningful from the ground up.

  Please submit your resume along with a brief introduction explaining why you are interested in this opportunity.

Qualification

Key Responsibilities

1. **Office Administration & Executive Support**

- Coordinate daily office operations, business correspondence, scheduling, and documentation.

- Serve as a key local contact for business partners, manage follow-ups, and keep the President informed of important developments.

2. **Grower Relations & Crop Coordination**

- Maintain grower contracts and records of crop plans, expected yields, harvests, and deliveries.
- Coordinate seed distribution and maintain related inventory and traceability records.

3. **IP Documentation, Quality & Inventory**

- Maintain IP/Non-GMO procedures and documentation and lot traceability.
- Coordinate quality testing and inspections, inventory, processing, and packaging with business partners.
- Follow up on quality concerns and inventory.

4. **Logistics & Export Coordination**

- Coordinate transportation, warehouse deliveries, container loading, and shipment schedules.
- Prepare and organize export documentation.

5. **Bookkeeping & Accounting Support**

- Maintain basic bookkeeping records, invoices, receipts, and payment records.
- Track accounts payable and receivable and assist with bank reconciliations.
- Prepare and organize financial records for external accountants.

6. **Operational Reporting & Follow-Up**

- Maintain accurate operational records and prepare regular updates on deliveries, inventory, processing, shipments, and payments.
- Monitor outstanding tasks, coordinate solutions to day-to-day issues, and escalate important matters when needed.