FLORADALE
FEED MILL LIMITED

Job Description

Nutrition & Formula Administrative Coordinator

Company Overview

Floradale Feed Mill Ltd. is a family-owned feed company with over 60 years of experience providing high-quality feeds and services to the livestock and poultry industries in Ontario. As a HACCP-certified company, we strive to meet the evolving needs of our customers through innovative products, services, and solutions.

Joining the Floradale team means being part of a progressive, family-owned Canadian company that values its employees, customers, and community.

Job Summary

The Nutrition & Formula Administrative Coordinator works closely with the Monogastric and Ruminant Nutrition teams and Operations to support the development, implementation, maintenance, and administration of nutrition, formulation, pricing, and operational programs.

The position is responsible for maintaining accurate formulas, products, prescriptions, ingredient information, pricing, and related databases across Brill, SAP, and other systems. The role also provides analytical, reporting, and administrative support to the Nutrition, Sales, and Operations teams.

This position requires a high level of accuracy, organization, attention to detail, and the ability to work effectively with multiple departments and external partners.

Key Responsibilities

1. Formula & Product Administration

- Input and maintain monogastric and ruminant formulas in Brill and applicable formulation software.
- Convert AMTS files into a Brill-compatible format using Feedbank Manager.
- Input consultant formulas and make required formula updates.
- Transfer formulas, tags, and related information from Brill into SAP.
- Maintain and manage formula updates within SAP.
- Complete new product and new formula setup in GP/SAP in consultation with the Nutrition team and AgriMarche Nutrition Team.
- Support the transition of product setup and maintenance responsibilities internally as processes develop.
- Complete formula approval processes with Production.

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- Maintain accurate formula, product, and tag information across applicable systems.
- Complete weekly ingredient cost imports into Brill plants, including Floradale Feed Mill and toll mill plants.

2. Prescription & SAP Administration

- Manage the prescription database, including prescription renewals and entering prescription details into the database and SAP.
- Set up and maintain toll milling tabs and requirements in SAP.
- Set up swine and poultry feed budgets in SAP.
- Manage reworks in SAP.
- Complete required SAP transactions related to formulas, products, prescriptions, feed budgets, toll milling, and operational requirements.
- Maintain accurate and timely system information in accordance with established procedures.

3. Pricing, Ingredient & Results Administration

- Complete weekly RWA pricing.
- Maintain and monitor the ingredient results database.
- Generate end-of-flock reports for Maple Leaf Foods RWA differential reporting.
- Prepare government price reports, including TFO, CFO, and other applicable reports.
- Input broiler, turkey, specialty broiler, and layer results into the appropriate databases.
- Complete weekly pricing and price list generation as a backup function.
- Prepare yearly new crop summaries, including corn silage, haylage, and other applicable ingredients.
- Report, calculate, and invoice RWA end-of-flock differentials.

4. Sales & Reporting Support

- Maintain and generate routine sales reports.
- Review end-of-flock paperwork, including invoices, charges, and supporting information, and prepare information for results.
- Develop and maintain tools to support the Sales team and sales process, including quota calculators, quota deal files, and medication cost comparison tools.
- Provide reporting and administrative support to the Nutrition and Sales teams.
- Assist with Bin Sentry setup for ruminant operations.

5. Process & Administrative Support

- Work collaboratively with Nutrition, Production, Operations, Sales, and other departments to ensure accurate and timely information flow.
- Support the implementation and maintenance of nutrition and operational programs within SAP, Brill, and related systems.
- Identify opportunities to improve processes, increase efficiency, and reduce duplication or manual processes.
- Maintain accurate records, databases, and documentation.

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- Assist with system and process improvements as required.
- Participate in projects and other duties as assigned by the Manager.

Education

- Post-secondary education in Agriculture, Animal Science, Agribusiness, Business Administration, Accounting, Information Systems, or a related field is preferred.
- A diploma, certificate, or equivalent combination of education and relevant work experience will be considered.
- Additional education or training in livestock nutrition, feed formulation, agricultural business, or information systems is considered an asset.
- Training or demonstrated experience with SAP, Brill, Feedbank Manager, AMTS, or other feed formulation and ERP systems is considered an asset.

Experience

- 2–3 years of relevant administrative, technical, agricultural, or data management experience preferred.
- Experience working in a feed mill, livestock, poultry, agricultural, or related industry is considered an asset.
- Experience working with ERP systems, databases, spreadsheets, or other business management software is preferred.
- Experience with SAP is considered an asset.
- Experience with Brill formulation software, Feedbank Manager, AMTS, or similar feed formulation systems is considered an asset.
- Experience working with formulas, pricing, inventory, product setup, prescriptions, or agricultural data is considered an asset.
- Experience preparing reports, analyzing data, and maintaining accurate records is preferred.

Knowledge, Skills & Abilities

- Exceptional attention to detail and accuracy.
- Strong analytical and problem-solving skills.
- Strong organizational and time-management skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills.
- Ability to work independently while also working effectively as part of a team.
- Ability to handle confidential and commercially sensitive information appropriately.
- Strong Microsoft Office skills, particularly Excel, Outlook, and Word.
- Ability to learn and effectively use multiple software systems.
- Ability to identify discrepancies, investigate issues, and follow problems through to resolution.
- Ability to understand and follow established procedures while also identifying opportunities for improvement.

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- Demonstrated ability to work collaboratively with technical, operational, and administrative teams.

Application Process

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to careers@floradalefeed.ca. Only candidates that are selected for an interview will be contacted.

What We Offer

- Competitive salary and benefits package.
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.
- The chance to contribute to a company that plays a vital role in the agricultural community.

Equal Opportunity Statement

Floradale is an equal opportunity employer. We consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Indigenous status, or any other factors considered discriminatory.