

## EXECUTIVE ASSISTANT

### SOUTHERN ALBERTA

#### ABOUT KAMPER GROUP

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The Kamper Group of Companies is a proudly Canadian agricultural business rooted in Southern Alberta, with production sites located near Burdett, Vauxhall, and Hays. Established in the spring of 2009, the Kamper family brought generations of farming experience from the Netherlands to Canada, where they have since focused on cultivating irrigated, high-value crops. Their primary efforts are dedicated to Farm Fresh potatoes and Belly River Seed Potatoes, while they also grow sugar beets, edible beans, seed canola, grain corn, and wheat. The Kamper Group operates through three branches, Belly River Seed Potatoes, Forty Mile Ventures, and Kamper Farm Fresh, to oversee their farm operations, crop production, and processing for sale across Western Canada and the United States. The Kamper Group is deeply committed to the principles of sustainability, innovation, teamwork, safety, and continuous improvement. From planting to harvesting and every step in between, their dedicated team works collaboratively to deliver excellence for their customers, ensuring top-quality products and reliable service at every stage.

#### ABOUT THE ROLE

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Reporting to the Kamper Family, the Executive Assistant supports the day-to-day needs of the owners and management staff. This key support role encompasses a wide variety of administrative and organizational responsibilities. This is a crucial support position suited for someone who thrives in a fast-paced, hands-on environment, possesses excellent organizational and time management skills, and can ensure operations run smoothly behind the scenes.

#### KEY RESPONSIBILITIES

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- Manage calendars, meetings, and appointments for the leadership team
- Coordinate daily schedules, reminders, and time-sensitive activities
- Organize travel arrangements and accommodations as needed
- Handle email and phone correspondence professionally on behalf of management
- Assist with organizing documents, digital filing, and internal communications
- Support logistics for meetings, visitors, and farm tours
- Run occasional errands or assist with off-site coordination
- Other duties as assigned

#### SKILLS AND QUALIFICATIONS

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- 2+ years of experience in an administrative or executive assistant role
- Strong organizational and time management skills
- Professional communication and discretion in handling sensitive information
- Proficiency with Microsoft Office Suite required, Google Workspace as asset
- Ability to adapt quickly and handle multiple priorities

- Possess high levels of personal integrity, trustworthiness, and emotional intelligence
- A proactive, can-do attitude with a willingness to pitch in wherever needed
- Comfortable working in a rural/agricultural environment (farm experience a bonus but not required)
- Familiarity or experience working with AI tools
- Fluent in English (spoken and written) (Dutch and/or Spanish is also an asset)

## WHY JOIN KAMPER GROUP?

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- Be part of a progressive, family-run farm
- Join a respectful, collaborative team
- Gain experience in a rewarding agricultural environment
- Competitive wage with room to grow
- Health Spending Account (HSA) and traditional benefits
- Continuous training and development opportunities
- Steady year-round work with seasonal overtime opportunities

Please submit your application through MNP's official process and avoid making speculative approaches to Kamper Group or its staff members, as such approaches will not support your application.