

FINDING WORK



TRI-AG IMPLEMENTS

The Company

For 24 years, Tri-Ag Implements Ltd. has been working with the agricultural community in Wainwright and area. Our highly-trained team of sales and service people are here to look after your farm and ranching equipment needs. The business is locally owned and operated and has expanded its business operations to St. Paul and Consort.

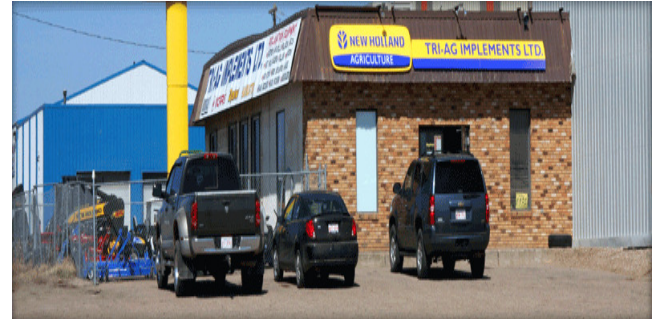
Tri-Ag Implements Ltd. handles top quality lines of machinery and parts, and follow it up with trained and experienced service technicians. The company has six fully equipped service trucks on the road.

We offer new equipment and parts from companies such as:

- New Holland,
- Bourgault,
- Bourgault Tillage Tools,
- Buhler,
- Brandt,
- Degelman,
- Honey Bee,
- Sukundiak,
- Westward Parts,
- MacDon,
- Morris, and
- Haybuster.

Tri-Ag Implements has a full service operation – Sales, Parts and Service.

The company employs 7 staff in Consort, 8 in St. Paul and has 21 employees in Wainwright.



The Ideal Candidate

The ideal candidate to work at Tri-Ag Implements will have the following attributes and skills:

- Good attitude and work ethic
- Appropriate job skills
- Computer skills where applicable
- Flexible and adaptable
- Team Player

Sales

- Customer service
- Sells equipment
- Must have good communication skills
- Must have good product knowledge
- Computer literate

Sales Manager

- Supervises sales staff
- Sells equipment
- Good organizational skills important
- Strong administrative skills
- Must have good communication skills
- Must be knowledgeable about all product lines
- Computer literate



**Government
of Alberta** ■

General Managers/Sales (Consort & St. Paul)

- Strong managerial skills
- Strong sales skills
- Strong supervisory skills
- Must be knowledgeable about all product lines
- Must be able to travel
- Responsible for all territories assigned

Parts Managers (Wainwright, Consort & St. Paul)

- Supervision of parts department
- Supervision of parts staff
- Ordering parts and controlling inventory
- Stocking orders
- Counter parts sales
- Journeyman or Apprentice Parts Certification

Counter Sales (Wainwright, Consort & St. Paul)

- Customer Service
- Stocking parts
- Must have good product knowledge
- Computer literate
- Journeyman or Apprentice Parts Certification

Shipper/Receiver

- Receiving and placing freight
- Shipping parts
- Computer skills an asset
- Must be physically fit and able to lift up to 70 lbs
- Must have good communication skills

Office Manager

- General accounting responsibilities
- Inventory control
- Good computer skills essential
- Some supervision of bookkeepers
- Manage settlements/invoices/correspondence with manufacturers
- Must have good administrative and organizational skills

Bookkeeper (Wainwright, Consort & St. Paul)

- Performs all A/R and A/P and invoicing functions
- Answers phones

Financing & Inventory Control Specialist (Wainwright)

- Responsible for transfers
- Equipment searching
- Inventory pricing utilizing inventory and pricing control program

Service Manager (Wainwright, Consort & St. Paul)

- Looking after warranty and claims
- Work orders
- Scheduling work
- Supervising service employees

Shop Foreman (Wainwright)

- Reports to Service Manager
- Ensures that jobs are completed properly
- Ensures that equipment is ready for delivery
- Yard maintenance control

Service Writer (Wainwright)

- Finish work orders and bill them out
- Write and start service orders
- Find parts for mechanics
- Assist Sales Manager to complete warranty forms

Mechanics (Wainwright, Consort & St. Paul)

- Complete shop and road duties
- Must have 3rd Year or Journeyman Heavy Duty or Agriculture Ticket from an accredited training institution
- Performs diagnostics, repairs and sets up equipment

Mechanics Helpers (Wainwright, Consort & St. Paul)

- Must have 1st or 2nd year apprenticeship certification
- Performs same duties as mechanics, under their supervision

Wash Bay Attendant

- Cleans equipment
- Maintains and cleans shop area

Training

Some in-house training is provided, with manufacturers co-sponsoring specialized training on sales, equipment and parts. Manufacturers put on and pay for training, and Tri-Ag pays a *per diem* plus meals and accommodation.

Hours of Operation, Wages & Benefits

The business is open six days a week from 8:00 a.m. to 6:00 p.m. Parts and Service are on call seven days/week. The business is closed on Sundays and Statutory Holidays (except during the agricultural season, when staff work on Statutory Holidays).

Office staff work from 8 a.m. to 12 Noon and from 1:00 p.m. until 5 p.m.

Parts (on rotation) work an 8 hours day.

Shop mechanics work a 44 hour week and are paid overtime as required.

Employees are paid a competitive wage. Sales staff are on commission. All managers are on straight salary.

Vacation allowance is in accordance with the *Labour Standards Act*.

The company offers a Health Plan on a 50/50 shared basis. There is a Mechanics Tool Plan. There is also an RRSP plan with a % match by the company.

How to Apply

The company typically recruits in the local papers, in the Western Producer and on the Job Bank. Job vacancies are also posted on the company website www.triag.ca/careers.

Applicants should apply with resume and references. A driver's abstract is required. Proof of accreditation is required if appropriate for the job.

Applicants should apply by fax, e-mail, or in person to:

Ed Ford
 General Manager
 Tri-Ag Implements Ltd.
 1517 – 1st Street
 Wainwright, AB T9W 1L5

Tel: 780 842-4408
 Fax: 780 842-3416
 E-mail ed.triag@telus.net

