



BROWNING HARVEY LTD.

Employment Opportunity – Administrative Support Specialist

THE COMPANY

Browning Harvey Ltd. is a locally owned and operated bottler of Pepsi Cola Products in Newfoundland and Labrador and is a recognized local market leader in the brand name Liquid Refreshment Beverage Category in this province.

EMPLOYEE OFFERINGS

As an employee with Browning Harvey Ltd., you will be eligible for the following:

- Paid vacation starting at 3 weeks
- Opportunities for Company advancement
- Robust benefits plan through Blue Cross
- Statutory and other provincial holidays totaling 14 paid days per calendar year
- 12 Paid personal leave days per calendar year
- Internal short term sick leave program
- Education reimbursement policy
- Defined Contributions pension plan (up to 6% company match)

THE ROLE – ADMINISTRATIVE SUPPORT SPECIALIST – GRAND FALLS-WINDSOR FACILITY

Browning Harvey Ltd. is currently looking for a full time, permanent employee for the role of Administrative Support Specialist in our Grand Falls-Windsor facility.

The main objective of the Administrative Support Specialist is to provide a diverse range of office supports to the various departments including Administration, Sales, Service and Shipping.

In this position, the successful candidate will be required to:

1. Daily review and posting of sales data, cash deposits and inventory movements.
2. Service Department administrative functions including management of the service line, generating work orders, managing the equipment setup, placement and customer agreements.
3. Provide administrative support to the shipping and sales departments as required.
4. Manage petty cash.
5. Reception duties including answering calls, customer service, handling courier services, filing and ordering of supplies
6. Coding and filing of Labatt Invoices and prepare for payment.
7. Other duties as assigned.

THE CANDIDATE

The ideal candidate will possess the following:

Education/Experience:

1. High school diploma.
2. Diploma or degree in Office Administration, Business and/or with related experience
3. Experience in administrative duties.

Skills:

1. Strong decision making, organizational and written and oral communication skills.
2. Ability to use multiple platforms and software packages.
3. Ability to work in a repetitive, fast-paced environment.
4. Ability to effectively manage time and meet deadlines.
5. Highly developed organizational and interpersonal skills.
6. Ability to work with minimum supervision.
7. Ability to recognize and resolve conflict.
8. Ability to provide professional and courteous service in any scenario.
9. Ability to understand and work with diverse groups of people and clients.

If you are interested in applying for this role, please send a resume by January 15th, 2026 to:

Browning Harvey Ltd.
Human Resources
Telephone: (709) 726-8000
Fax: (709) 726-8044
humanresources@aharvey.nf.ca
<https://www.brownningharvey.nf.ca>

Browning Harvey Ltd. is an equal Opportunity Employer; however only those selected for an interview will be contacted.