
DairyTrace Program Manager

Montreal/Guelph, Canada

Overview

In collaboration with Dairy Farmers of Canada (DFC), a vision was established with the company as the national administrator for dairy cattle traceability across Canada. To achieve this vision, referred to as the DairyTrace Program, they are seeking for an enthusiastic person to join its team in this newly created position. Going forward, this position will also play a pivotal role in the company sector and finalizes its progression into a partnership with CanWest DHI and Valacta.

Reporting to the General Manager, the DairyTrace Program Manager is responsible for organizing, supervising and coordinating the governance, development and administration of the DairyTrace Program as Canada's national dairy cattle traceability system.

What You Will Do

- Lead in the development of work plans, budgets, audits and reporting for all of the DairyTrace Program activities, including the development of an annual DairyTrace Program work plan and budget.
- Act as the manager and secretary of the DairyTrace Advisory Committee. Drive the strategic direction for the DairyTrace Program activities. Coordinate logistics.
- Work closely with any partners contracted to administer the day-to-day operations of the dairy cattle traceability system. Facilitate communications between service providers, provincial dairy organizations and producers. Oversee and evaluate the performance of service providers.
- Coordinate, control and monitor user access and security to the DairyTrace software. Monitor, test and suggest improvements to the system.
- Act as a resource for information on animal traceability systems and technology within Canada and internationally.
- Continuously evaluate the design and effectiveness of the Canadian dairy cattle traceability system.
- Assist in developing the communications program for the dairy cattle traceability system. Manage the development of articles, factsheets, manuals, website information, and other communication means.
- Act as a trainer and spokesperson for the DairyTrace Program.

Skills & Qualifications

- At least three years' experience in a coordination position in the dairy industry;
- A Master's degree in business, agriculture or natural resources management, or a combination of a Bachelor's degree complemented by relevant experience;
- Experience working with various computer applications including word processing, spreadsheet software, database software (in particular, a demonstrated understanding of database concepts and an understanding of the conceptual design of databases);
- Knowledge of the animal agriculture, in particular the dairy cattle industry;
- Basic knowledge of budgeting processes and accounting, as well as written and oral communication skills;
- Bilingual in both English and French, with verbal being essential and written being a strong additional asset;
- Leadership, good team worker and eager to learn.



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Why Join?

The Organization. An organization responsible to lead an efficient information infrastructure and quality genetic evaluation services to the dairy producers and partners.

The Role. A key role in driving the program forward working with various groups and stakeholders.

The People. Our people are driven by teamwork, integrity, and passion.

Your Next Steps

Email your resume in **word format** to ajulien@radarhh.com. Please quote **project # 106749** in the subject line. radar promotes the highest standards of integrity and principles of quality, diversity, equity, and ethical practice. We thank all those who submit their résumés. Only those selected for further consideration will be contacted.

