



**Job title: Seed Processing Manager & Production Assistant**

Reports to: Rick Van Laecke

**Position: Full-time**

**Job Overview:**

We are seeking a highly motivated and organized individual looking for a long-term career filled with opportunities. The ideal candidate will be an excellent communicator, proficient in time management for both crew members and personal tasks and possess strong computer skills. Agricultural experience is required, and additional farming or mechanical experience is a plus.

**Core Competencies:**

- Communication
- Teamwork
- Time Management
- Adaptability/ Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Results Oriented
- Accountability and Dependability
- Development and Continual Learning

**Essential Duties:**

**November to March: Lead and Manage Seed Processing Operations**

- Manage team members in conditioning seeds.
- Coordinate product supply for treating and packaging.
- Maintain inventory tracking and logging.
- Collaborate with the QA department to manage and monitor seed products.
- Communicate with the operations manager.

**April to October: Assist Production Manager**

- Assist the production manager with field operations.
- Manage the certification process.
- Build and maintain relationships with buyers and seed growers.
- Input and analyze production data.
- Manage detasseling operations.
- Assist in the management of harvest operations.

**Job Requirements:**

- Highly motivated individual seeking a long-term career with ample opportunities for growth.
- Exceptionally organized with a keen attention to detail.
- Excellent communication skills.
- Proficient in managing time effectively for both personal tasks and team oversight.
- Strong computer skills.
- Educational background in agriculture.
- Willingness to work extra hours during peak agricultural seasons.

**Preferred Qualifications:**

- Experience in farming.
- Mechanically inclined.
- Previous management experience.