



Job title: Production Coordinator

Reports to: Rosie Russo-Janzen

Position: Full-time

Job Overview:

Horizon Seeds Canada Inc., an innovative, family-oriented and growing company, is hiring for a Production Coordinator. Horizon Seeds prides itself in its core values of integrity, team, commitment and a learn-grow-teach approach. Improving lives by realizing the potential of a seed is Horizon's core purpose, and you could be the one to implement that purpose onto others within the job.

The Production Coordinator ensures that the Processing Team has all the necessary materials and processing orders to process seed production to ensure maximum performance and minimum delays.

This individual is also responsible for ordering and maintaining inventory levels for all processing materials and assists the Production Team with planting applications and paperwork.

Core Competencies:

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

Essential Duties:

- Re-ordering material commodities as required for processing
- Inputting all materials into processing system
- Monitoring inventory levels of all material input supplies
- Prepare Processing Plan for Processing Team/LOP
- Schedule and lead weekly Processing meetings with Processing Team/LOP
- Completing work orders received from Logistics/Operations Planner into processing orders
- Schedule seed to be processed, treated and packaged within requested timeline of the Logistics/Operations Planner
- Communicate scheduled completion date with Processing Team/LOP

- Assist Production Team with applications and mapping
- Assist Warehouse Team with returns, warehouse organization and year-end inventory counts
- Complete Year-End inventory counts on all materials

Requirements:

- Must possess excellent communication skills for liaising and communicating with vendors, customers, and internal departments.
- Practical experience with risk management, product testing, and control plans.
- Highly motivated and self-directed, capable of multi-tasking, and able to work with minimal supervision.
- Extremely detail-oriented and analytical.
- Able to interface directly with cross-functional teams.
- Ability to create and review technical documentation, test procedures, and design documents.
- Able to develop, review, and maintain metrics and quality audits.
- Strong problem identification and problem resolution skills.
- High level of proficiency with Microsoft Office.
- A well-defined sense of diplomacy, and people management skills.
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies.
- Strong work ethic and positive team attitude.