



Job Title: Seed Warehouse Manager
Location: Alma
Reports to: Location Manager
Salary: Compensation commensurate with experience (*incentives per established scale*)

Required Education and Experience: High School diploma or GED. Associate degree in Agriculture preferred.

Job Requirements:

- Self-motivating personality as well as team building skills
- Ability to interact effectively with management, employees and customers
- Strong verbal and written communication skills
- Obtain and maintain commercial driver's license

Essential Functions:

1. Follow all established personnel and safety policies and procedures
2. Operate seed treatment facility, handling and mixing of seed treatments, record keeping, cleanliness and maintenance of the facility and doing so in a manner that is compliant with all state and federal regulations.
3. Deliver products to customer and locations according to company standards
4. Responsible for documentation and accuracy of all inbound and outbound seed shipments
5. Maintain integrity of physical inventory to ensure segregation of traited seed products
6. Coordinate scheduling and delivery of seed products to growers with location sales staff
7. Responsible for maintaining company equipment according to company standards

Work Environment: Nature of business requires extended hours during peak seasonal periods. While performing the duties of the job, the employee regularly works near moving mechanical equipment, in outside weather conditions and may have exposure to fumes or airborne particles, toxic or caustic chemicals and vibration. You may occasionally work in high, precarious places and be exposed to weather elements. The noise level in work environment is usually loud.

Travel: The employee may be required to travel to other locations, conferences, educational opportunities, and other job-related activities.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time.

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