

**Job Overview:**

Our Company is focused on hiring individuals that are passionate about helping farmers fulfill their objectives. The right candidate will hold themselves accountable in aligning their work and everyday lives with our core values. We are interested in candidates that show stewardship and servant leadership, act with integrity and courage, and are loyal and committed.

As a Production Supervisor, you will be managing the employees in the warehouse, as well as, maintaining a clean and organized warehouse. You will oversee a variety of seed inventory tasks from receiving product to quality testing product, to accurately allocating and shipping product to customers. You will also be working in the field with seed plots and agronomy practices. This position is based out of Olivia, Minnesota and will serve the surrounding region. This position reports to the CEO and will receive training from other members of the team.

**Duties and Responsibilities:**

- Supervise warehouse/production employees.
- Supervise temporary summer employees.
- Work in conjunction with the Director of Production/Quality Assurance & the Finance Office.
- Oversee the shipping and receiving of products.
- Obtain samples per quality sampling standards.
- Obtain a Minnesota Commercial Pesticide Applicator license and manage the seed treatment process.
- Maintain accurate inventory of all products at all times.
- Oversee the seed allocation process.
- Ability to operate, and also maintain the equipment used in the warehouse.
- Maintain a clean, safe, and organized warehouse.
- Take care of the seed plots from planting to harvest.
- Take (NEPS) Net Effective Plant Stand information from the field and input that information into the company CRM to obtain results.
- Learn and adapt agronomic practices.
- Attend weekly staff and management meetings.
- Any other duties or responsibilities as see fit by management team.

**Knowledge, Skills & Abilities:**

- Highly motivated with excellent time management skills
- Ability to work with co-workers and outside agencies professionally and tactfully.
- Ability to work accurately with close attention to detail.
- Ability to adapt to changes in company structure and responsibilities.
- Comfortable in working with building and facilitating a “team” atmosphere as needed
- Willingness to accept and apply any coaching and mentoring
- Timely and punctual on the job

**Requirements:**

- College Degree or related career experience
- Basic computer skills
- Ability to manage people effectively.
- Effective oral and written communication skills that can be utilized towards the customer and other employees.
- Ability to work accurately with close attention to detail.
- Math skills- Ability to add, subtract, multiply, and divide in all units of measurement
- Ability to exhibit a professional, business-like appearance and demeanor.
- Willingness to work longer than “normal” hours during seasonal busy periods to complete task(s).
- Ability to bend, lift, and carry 50 lbs.
- Clean driving record