

## Quality Control Coordinator

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<b>Location:</b>	<b>Downtown Location/Seed Lab</b>
<b>Training Requirements:</b>	<b>On-going</b>
<b>Travel Required:</b>	<b>Minimal</b>
<b>Exempt/Non-exempt:</b>	<b>Non-exempt</b>
<b>Position Type:</b>	<b>Full-Time - Safety Sensitive Position</b>
<b>Reports to:</b>	<b>Operations Manager</b>

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### SUMMARY

Performing tasks involving the sampling, grading, testing, reporting, and recording results of seed products. May operate a variety of hand tools, power tools, forklifts, skid steers, tractors, or other machinery. Assisting other co-workers, warehouses, and locations. Maintain a clean work environment with a focus on safety.

### DUTIES AND RESPONSIBILITIES

- Operate quality control seed lab in an efficient and productive manner.
- Develop strategies to make sure that all inventory has current tests.
- Stay current on seed quality samples and test results.
- Update inventory systems with seed tests results in a timely manner.
- Follow up on tests as needed.
- Maintain all samples, file samples, records, and reports for access at any time.
- May be required to physically pull samples for testing.
- Assist warehouses in setting seed cleaners to obtain best results.
- Field scouting when needed.
- Generate all reports for royalty payments and work with Accounting Dept. to make sure that payments are made in timely manner.
- Be very organized.
- Have excellent communication skills, both verbal and written.
- Maintain clean, organized work environment at all times.

### QUALIFICATIONS

Basic knowledge of the proper use of tools, equipment, materials, and supplies used at the facility. Basic math skills. Employee must be willing to work in a safe manner and assist with keeping the work environment safe and clean. Ability to work independently with limited supervision and complete daily tasks according to work schedule assigned by the supervisor. Ability to lift up to 50 pounds and sit for extended amounts of time. Ability to communicate verbally and in writing. Ability to use equipment and tools properly and safely. Ability to operate equipment / machinery in a safe and efficient manner. Must have excellent computer skills. Willingness to look for continued education opportunities.



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### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Class D, or better, driver's license

### **EDUCATION AND/OR EXPERIENCE REQUIREMENTS**

High School Diploma or GED, any combination of education and experience that demonstrates the knowledge and ability to perform the work.

### **PREFERRED SKILLS**

Willingness and ability to perform tasks following verbal/written instructions and strong willingness to learn and grow with the company.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities. Although no direct supervision of other employees is involved, they must work closely with other company co-workers.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit/stand for long periods of time; use hands to hold, handle, or feel; talk and hear. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. The job requires eye, hand, arm, foot and leg dexterity and coordination. Excellent stamina is required. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit/stand; walk; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must not be allergic to grain, grain dust, grasses, etc. The employee must regularly lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works near moving mechanical parts and will be required to work outside in various weather conditions and is regularly exposed to dusty / dirty conditions requiring respiratory protection. The employee may be required to climb stairs and ladders and work in high places. The employee could be occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment may occasionally require the use of hearing protection. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_