



SOUTHWEST AGROMART LTD.
POSITION DESCRIPTION

Position Title: Operations and Inventory Control Clerk
Report To: Operations Manager

GENERAL DESCRIPTION:

Responsible in assisting the Operations team within the specific areas of the Southwest Agromart product lines. This role is responsible to support the packaging and treating of seed products, deliver of Crop Protection and Seed products where required and for inventory management of Seed, seed treatments and Crop Protection products at the Eberts facility. We are looking for a strong multitasker, someone who enjoys working with other members of the team and a strong attention to detail.

(The % allocations in this job description cumulate in 100% of the responsibilities. They are weightings not % of time.)

KEY RESULTS AREAS:

Operations: Seed and Crop Protection 70%

- Documenting returned items
- Conducting quality checks on stored inventory to comply with company standards
- Maintain chemical log book and complete checks
- Ensure all paperwork is created prior to release of Crop Protection Products.
- Organizing and order assembly of prepackaged seed.
- Receiving and monitor storage of untreated bulk seed
- Precise treatment of fungicide, insecticide, and value-added treatments to bare seed as required
- Detail record keeping and preparation for Canadian Seed Institute audit
- Provide reports and backup to seed procurement
- Maintain AWSA standards (Eberts & Brecher location) as regarded to seed treating and Crop Production warehousing.

Other duties as assigned: 30%

- Off season delivery of Seed and Crop Protection products as required
- Custom Application Equipment proficiency – backup only
- Other off-season duties provided by the Operation Manager when needed

SKILL

Education

- Requires an O.S.S.D diploma

Experience

- More than one year but less than three years of relevant experience required.
- Time Management skills
- Exceptional customer service skills
- Microsoft office products
- Obtain licenses as required ie. AZ/DZ, Seed Treatment and Pesticides

Complexity/Problem Solving

- Work is somewhat diversified. The employee works toward assigned objectives under general direction and guidance. The employee may make decisions and exceptions to standards or precedents where appropriate.

WORKING CONDITIONS**Physical Discomforts**

- Individual has exposure to the hazardous conditions of severe discomfort caused by temperature extremes, inclement weather, dust, dirt, waste and similar factors, or is exposed to physical hazards and danger resulting from use of chemicals, operation of heavy equipment, direct contact with disease-causing organisms and related conditions, but a reasonable proportion of the work results in exposure to the discomforts.

If interested, please send resume to employment@southwestagromart.com.