



Job Title: Pratum Seed Field Production

Division:	Pratum Seeds	Job Code:	14090
Location:	8955 Sunnyview Rd NE Salem, OR 97305	Travel Required:	Yes, local growers as well as out-of-State
Level\Pay Range:	Available upon request	Position Type:	Specialized, salary Non-Exempt
Reports to:	Pratum Seed Production Manager		

Job Description

PURPOSE

The purpose of this job is to develop grower relationships to secure necessary seed production, monitor production fields for quality purposes, and manage seed production to contract quality specifications, fulfilling **Pratum’s mission is to be an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.

TASKS & RESPONSIBILITIES

- Effectively manage current grower relationships and pursue new growers as required for growth and varietal expansion.
- Monitor fields for quality and yield projections to assist in marketing of seed.
- Collect samples at outside warehouses and monitor/communicate test results with growers as needed.
- Deliver seed stock to growers in a timely manner and assist production manager in managing seed stock inventory.
- Manage grower contracts for all fields that are produced under contractual agreements.
- Participate in grower field days and sales meetings as needed.
- Maintain accurate grower records and updated acres/yields on company computer system in a timely manner.

EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Partum’s Values:
 - **Integrity:** always doing the right thing
 - **Safety:** committed to a safe environment for our employees and customers



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- **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
- **Results Oriented:** delivering on your promises
- **Teamwork:** respecting one another with humility, working with the ag management team
- **Stewardship:** careful and responsible management of our resources and environment
- **Customer Service:** exceeding expectations of those we serve
- Come to work with a positive attitude, contributing to a winning culture
- Willing to work overtime hours during busy seasons
- Flexibility: the ability to adapt quickly to a changing business environment
- Come to work with a positive attitude, contributing to a winning culture
- Teamwork with the overall MVS team

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor of Science degree in agri-science or related degree
- 2-to-3 years of experience a plus
- On-the-job training available

PREFERRED SKILLS

- Excellent verbal and written communication skills
- Efficient, effective, confident, and courteous communication with customers
- Ability to work well with others
- Proficiency with Microsoft Office products: Word, Excel, Outlook, etc.
- Strong organizational ability
- Attention to detail, while managing multiple tasks

Prepared By:	Mark Garland, HR Manager	Date:	January 31, 2023
Approved By:	Jonathan Kuenzi, Manager	Date:	January 31, 2023
Last Updated By:		Date/Time:	
Employee Name:		Email:	
Employee Signature:		Date:	



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Physical Requirements

General Notes:

This is job has both indoor office hours as well as outdoor field hours

Tools & Equipment Used:

Pickup trucks, quads, sampling equipment, typical office equipment

ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting					X	2	8+
Standing				X		1.5	4
Walking				X			
Change Positions?				X			

LIFTING AND CARRYING

- 1-20 lbs
- 21-50 lbs
- 51-75 lbs
- >75 lbs

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs			X		
51-75 lbs		X			
>75 lbs	X				

Maximum # lifted/carried without assistance 80 **Lifts/carries exceeding this weight are done with 2 people or lift device**

OTHER PHYSICAL REQUIREMENTS

- Bend/Stoop
- Twist
- Crouch/squat
- Kneel/Crawl
- Walk-Level surface
- Walk-Uneven surface
- Climb Steps/Ladder
- Work at heights
- Reach at or above Shoulder
- Use of Arms, Wrist
- Use of Hands grasping/squeezing
- Operate foot controls

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop				X	
Twist			X		
Crouch/squat			X		
Kneel/Crawl		X			
Walk-Level surface				X	
Walk-Uneven surface				X	
Climb Steps/Ladder		X			
Work at heights		X			
Reach at or above Shoulder			X		
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing			X		
Operate foot controls				X	

ENVIRONMENT: Inside 50 % of time Outside 50 % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature _____ Date _____

Employer Representative(s):

Print Name	Title	Signature	Date