



Brandon Fitzmorris
Operations Manager
114 S Earl Ave
Lafayette, IN 47904
brandon@northernstaris.com

Job Description

Job Title: **Seed Marketing Assistant**

Job Category: Part time or Full time

Location: Lafayette, IN

Travel Required: Occasional within U.S.

Hiring Manager: Brandon Fitzmorris

Date Posted: 3/11/2022

Will Train Applicant(s): Experience Preferred

Posting Expires:

Job Description

ROLE AND RESPONSIBILITIES

- Provide key customer support
- Communicate directly with customers and encourage trusting relationships
- Organize events such as field days, research trial tours, etc
- Support sales by building marketing material, tracking sales and updating inventories
- Undertake daily administrative tasks including updating spreadsheets, databases and inventories
- Assist with organizing plot data and preparing of tech sheets
- Coordinate production forecasting and prepare reports
- Responsible for maintaining state seed licenses
- Coordinate variety testing
- Capture varietal characteristics information.
- Schedule and track truck load shipments

QUALIFICATIONS AND EDUCATION REQUIREMENTS

2+ years agronomic or seed experience preferred
Bachelor's degree

PREFERRED SKILLS

Proficient Computer Skills (Outlook, Excel, PowerPoint, Word)
Highly Organized
Personable

ADDITIONAL NOTES

Job requires the ability to lift 20 lbs, walk fields, and operate field machinery

Job Types: Full-time, Part-time

Interested candidates, please send your resume and/or questions to: Angie Stucky at angie@northernstaris.com.