



JOB DESCRIPTION

JOB TITLE: Seed Orchard Analyst

DEPARTMENT: Orchards

REPORTS TO: Orchard Manager **FLSA STATUS:** Exempt

DATE APPROVED: _____ **APPROVED BY:** _____

I. Position Summary:

Organize and manage seed orchard and seed inventory databases. Maintain updated seed inventory and provide seed allocation plans for annual nursery production based on guidelines from Product Development and Sales. Maintain up to date inventories of all production orchards and clone banks for the company and update long term seed production models as needed. Maintain cone inventories for orchards and update as required. Provide reports to Orchards and Management as required.

II. Essential Functions/Responsibilities:

- Annually carryout allocation of seed from inventory to meet targeted sales plan for the coming year. Allocation includes identifying appropriate genetic entities and quantities of seed to meet production goals for each nursery.
- Maintain seed inventory including deposits of new seed after each cone harvest and withdrawals of seed for stratification each spring. Identify appropriate seedlots to withdraw and mix to meet seed demands for each nursery. Provide seed inventory reports to management and accounting as needed
- Maintain and update orchards data base to include new orchards and tree removals annually and update long term yield models with new orchard inventory.
- Report on seed test results including seed purity, seed per pound and seed germination. Adjust germination percentages based on nursery allocations.
- Report on cone harvest results each year as they become available.
- Maintain historical data base for cone harvest and seed yield results across all products.
- Calculate simple statistics for most orchard, cone and seed variables.
- Provide production summaries for breeding, cone harvest and seed activities annually to Orchard Manager and Orchard Supervisors
- Adhere to safety policies.

III. Ongoing Interaction:

- **Department:** Daily with Orchard Manager and Orchard Supervisors
- **Company:** Regular interaction with Product Development and Nursery personnel related to genetic categories and seed needs for production plans.
- **Outside Company:** Occasional interactions with relevant professionals regarding database and seed orchard operations.

IV. Certifications:

- None.

V. Education/Experience/Skills:

- Master of Science degree in a relevant plant science. Background in forest or horticultural orchard sciences preferred.
- Working knowledge of basic statistics.
- Computer proficiency is required: MS Word, Excel, Access, SQL (or similar) skills are essential; SAS, R, ASReml, additional programming skills a plus.
- Good communication skills with the ability to interface at all levels of management.

VI. Physical Requirements:

This is mostly sedentary office work. May infrequently involve some work in company orchards including aerial lifts to heights of 85 feet for pollination or inventory tasks.

VII. Other Comments:

- **Location:** Ridgeville, SC
- **Travel:** Position requires some limited travel to orchards and company meetings.

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.

To Apply:

Please send a current resume via email to Kent Rorem, Seed Orchard Manager at kwrorem@arborgen.com, using the Subject: Orchard Analyst.