



# ArborGen

## Job Posting

### Nursery Production Coordinator Bellville Ga Nursery

The production coordinator will have responsibilities to oversee rooted pine seedling crop production.

#### **Essential Functions/Responsibilities:**

- Nursery crop management – maintain a precise schedule for producing rooted pine liners, irrigation, fertilization, pesticide spraying, and cultural practices.
- Maintain designated crop records working with subordinates.
- Monitor seedling crop for quality, growth, and pests.
- Research – Assist research activities in conjunction with the Product Development group.
- Administrative -- Directly supervise full time employees and seasonal temporary labor.
- Manage a strong safety program.
- Keep work on schedule and report progress. Complete tasks independently.

#### **Ongoing Interaction:**

- **Department:** Daily interaction with direct reports. Frequent interaction with peers in the immediate work group. Regular interaction with peers in other groups within the department. Frequent interaction with Supervisor.
- **Company:** Regular interaction with peers in other groups across the company as related to common production targets.
- **Outside Company:** Participation in outside conferences and industry meetings.

#### **Education/Experience/Skills:**

- Bachelor's degree in an Agricultural/Horticultural field, or Plant & Soil Science with 2 years work experience in an agricultural/horticultural/forestry -related field. Will consider Associate degree or HSD with 5-10 years' experience in related field. Nursery experience preferred. Experience in vegetative propagation strongly preferred.
- Inventory and logistics experience associated with nursery crops preferred.
- Strong administrative and organizational skills supported by proficiency with spreadsheet and word processing software.
- Demonstrated leadership and supervisory skills.
- Strong sense of financial and asset stewardship.
- Valid driver's license.

#### **Physical Requirements:**

This is heavy work exerting 40-100 pounds of force repeatedly. Work may involve climbing, stooping, crouching, kneeling, reaching, pushing, pulling, lifting and grasping. Worker is subject to inside and outside environment, noise, vibration, working hazards, fumes, odors, dust, wood smoke and chemicals. Visual acuity is required for equipment and vehicle operation; requires hearing sufficient to perceive noises for diagnostic purposes.

**Other Comments:** Key personal traits include good interpersonal and communication skills along with a strong work ethic and ability to manage a variety of tasks simultaneously. This is an exempt position, with limited travel required.



# ArborGen

**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 forward a resume via email to Human Resources at [hr@arborgen.com](mailto:hr@arborgen.com). Please use Production Coordinator in the Subject line of your email.