

Department:	Field Services	Reports to:	President / CEO
Last Updated:	September, 2016	Direct Reports:	Seasonal Inspectors
		FLSA Status	Exempt

JOB SUMMARY:

Perform and supervise field services functions, including field and facility inspections, audits of MCIA audit based services, and manage inspection crew in the assigned territory.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Manage and conduct field inspections of crops in the assigned territory.
- Exercise consistent discretion and judgment in field inspections and issue inspection reports.
- Hire, train and supervise seasonal personnel as needed to complete inspections in assigned territory.
- Perform audits and other third party on-site evaluations to verify conformance to quality management and/or regulatory compliance requirements.
- Inspect assigned MCIA approved facilities and report inspection results.
- Monitor MCIA tag and certificate use, process necessary paper work and maintain current records to support certification and quality assurance programs.
- Exercise consistent discretion and judgment in decisions related to inspection work.
- Identify new service opportunities, market MCIA services to potential MCIA customers.
- Advise and educate clients of MCIA program requirements and proper inspection techniques.
- Represent and promote MCIA at designated industry meetings, trade shows and other functions.
- Through regular interactions, enhance MCIA relationship with its clients.
- Serve as the MCIA liaison to specified MCIA committees.
- Coordinate with MCIA office, and other field supervisors to effectively serve customers.
- Perform other miscellaneous seasonal duties, as required.

QUALIFICATIONS:

Minimum Qualifications

- B.S. in Agronomy or closely related area.
- Basic understanding of the quality management systems.

Preferred Qualifications

- Advance degree in Agronomy or closely related area.
- Three or more years of experience in the seed industry.
- Three or more years of experience in field inspections.

SKILLS/PHYSICAL DEMANDS

- Strong interpersonal, written, communication and organizational skills.
- Strong computer skills, working knowledge of MS Office.
- Ability to handle confidential information with great sensitivity, good reasoning abilities, and sound judgement.
- Able to work independently, highly self-motivated.
- Able to travel extensively. Must possess a valid driver's license.
- Able to work in loud and dusty conditions.
- Able to work in outdoor conditions and walk fields.
- Able to occasionally lift up to 60 lbs.
- Able to work well in a dynamic and ever-changing environment.
- Capable of supervising and directing others.
- Promote and ensure excellence in customer service.
- Promote good work ethics, positive attitude and team work environment.