

JOB DESCRIPTION

INDIANA CROP IMPROVEMENT ASSOCIATION

TITLE

Sample Administration Supervisor

JOB SUMMARY

Responsible for supervising day-to-day operations within the Sample Administration Department

ACCOUNTABILITY

The Sample Administration Supervisor reports to the Seed Lab Director

DUTIES & RESPONSIBILITIES

- Manage sample administration operations from pre-receiving to filing, ensuring all testing requirements meet the expectations of internal and external customers
- Manage staffing requirements within department so all daily activities are executed in a timely manner
- Provide functional coaching to sample administration technicians
- Perform internal Quality and ISO audits
- Coordinates projects and workflow improvements independently and in collaboration with other departments
- Troubleshoot and resolve customer concerns
- Track and analyze administration performance metrics
- Develop and maintain work instructions
- Supervise lab reporting and mailings
- Collaborate with other departments and assist when needed
- Monitor and order departments supplies
- Assists with onboarding process of new employees including new hire orientation and training
- Assists with telephone inquiries, answering and relaying calls
- Assists with tag printing
- Develop specific goals and plans to prioritize, organize, and accomplish work
- Utilize interpersonal and communication skills to lead, influence, and encourage others
- Supports Executives and Directors with tasks and projects as requested
- Follow safety and operating discipline/quality system procedures and practices

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the data entry and seed lab record computer system and programs
- Knowledge of the AOSA Rules for Testing Seed
- Knowledge of ISO certification
- Ability to enter data into a computer efficiently and accurately
- Flexibility to work in an environment with seasonal pressures

QUALIFICATIONS

- An associate degree from an accredited institution or a high school diploma from an accredited system
- A commitment to the mission and ISO quality policy of the organization
- An attitude toward work which includes flexibility, initiative, cooperation and a willingness to get the job done

CONDITIONS OF EMPLOYMENT

- This is a full-time exempt position
- Due to the nature of duties and responsibilities of this position, the individual must be willing to accept a time commitment which at times could exceed 40 hours per week and which could include some evening and weekend work
- Written acceptance of the Association's Personnel Policy Guide for full-time employees

WORKING CONDITIONS/PHYSICAL DEMANDS

- Work including keyboarding, filing, phone use and other general office and seed laboratory activities
- Work involving the use of supplies related to seed testing and seed testing equipment
- Must be able to lift at least 25 pounds to carry supplies and other materials
- Ability to climb up and down a ladder

ADDITIONAL INFORMATION

This description is intended to describe the general nature and level of work performed by the individual in this position. It is not an exclusive list of all responsibilities and duties that may be required.

Send your résumé to icia@indianacrop.org