

Job Opportunity

Seed Lab Manager – Quality Department, Gilroy

An exciting opportunity has arisen for a Seed Lab Manager for the Quality Department at the Germain's Gilroy site. The Seed Lab Manager is responsible for classifying seeds and/or seedlings in various germination-related tests on incoming and outgoing seed samples. Other duties include but not limited to assisting with receipt and login of samples, initiating tests by preparing planting media, imbibing or planting seeds, or otherwise working with seeds, writing and establishing specifications, assisting in the validation of QC tests, and the writing of Standard Operating Procedures in support of the Gilroy and Fargo business units.

Key Responsibilities would be:

- Plan and establish work schedules, assignments and production sequences to meet lab productivity goals. To prioritize the workload and standard working practices of the seed lab team, making amendments and improvements where required in order to meet business demands
- Develop direct reports by setting set SMART objectives in alignment with the company's business plans.
- Conduct mid-year and annual performance reviews for direct reports.
- Recommend or implement measures to motivate employees and to improve production methods, equipment performance, product quality, or efficiency.
- Manage department budget without overspend and identify areas to control costs.
- To manage, monitor and ensure that the seed lab team adheres to established protocols
- Maintain high level of throughput in the lab to ensure no backlog in production or delivery of finished goods
- To organize and report results of analysis.
- To ensure that specifications and test methods are current and relevant.
- Record and manage the administration of vacations and absences within the seed lab
- Identify training needs for staff to ensure employee development and relevant up-skilling.
- Deliver appropriate training and support as required
- Assist Head of Quality and Research with additional duties as required
- To conduct germination testing to AOSA/ISTA standards, and specialized test as necessary.
- To classify seeds and/or seedlings in various germination-related tests.
- To initiate tests by preparing planting media, imbibing or planting seeds
- Conduct calibrations, suitability, vigour, TZ and stress tests to identify seed lot performance.
- Enter data and communicate results in a timely, efficient and effective manner. Achieve the max throughput on a daily basis, meeting or exceeding internal and external customer requirements.
- To assist in general Lab tasks (e.g. germination planting, data entry, sample filing, sample division)
- To conduct quality analysis on products for both internal and external customers adhering, where required, to Standard Operating Procedures.
- To organise and report results of analysis as and when required meeting the labs daily KPI targets
- To monitor and ensure all equipment is functioning within specifications and to assist in regular calibrations of equipment and instrumentation in the labs, assuring compliance to seed testing rules.
- Assist with communal laboratory tasks and equipment maintenance, and more specifically germination testing tasks and equipment.
- Ensure all work meets the required quality standards through rigorous adherence to company policy, procedures and prescribed standards, making recommendations for improvements where required.

Experience required is as follows:

- Advanced education or experience in an appropriate field of study. Degree or experience in Agriculture or Biological Sciences preferred.
- Seed Analyst with 2-5 year's work experience from which one can acquire a working knowledge of the "Rules for Testing Seeds" and methods and problems Associated with analysis of seeds for quality purposes.
- Certified Seed Analyst (CSA) preferred.
- Experience in germination testing with many species of seeds and/or experience with a variety of tests and planting media. Experience in seed identification and seed analysis. Familiarity with AOSA Rules for Testing Seed and/or ISTA and Canadian methods and procedures.
- MS Excel, Access, Outlook and Word (tested to minimum of intermediate level proficiency)
- Experience in managing a lab & staff 2-4 years.

If you wish to apply for this position, please contact Janet at Universal Staffing (831) 333-2150