

About our Company

Alforex Seeds is a wholly owned subsidiary of Dow AgroSciences, an Indianapolis, IN based company developing leading-edge crop protection and biotechnology solutions to meet the challenges of the growing world.

Our company has experience success and growth in marketing and distributing agricultural products and services. Join us and grow your career with a strong and profitable industry leader offering competitive compensation, tremendous growth and development opportunities, and a people-first work environment.

We offer a business casual work environment in a beautiful and tranquil country setting; our headquarters are located in Woodland, California, 15 miles from the Sacramento International Airport.

Interested applicants to send a cover letter and resume to Alva Garcia at alva.garcia@alforexseeds.com.

Administrative Assistant

Seeking to add an Administrative Assistant to support management in daily tasks. Must have 3+ years of experience in an administrative capacity with strong computer skills including advanced knowledge of MS Office including Outlook, Word and Excel. Ideal candidate will have excellent oral and written communication skills, project coordination experience and the ability to work well with all levels of internal management & staff.

Responsibilities may include but not limited to screening calls, pickup/distribution of mail, manage calendars, make travel arrangements & coordinate meeting and office/offsite events. Will also be responsible for preparing sales reports & providing required support to the sales management team.

Light accounting/accounts receivable is a plus.

This position is part/time with limited benefits including 401k, PTO & Holiday Pay. Will also be eligible for company bonus incentive program! This position requires a minimum hours of 25hrs/week with a flexible work schedule, example Monday -- Friday 9am -- 2pm. \$18-\$22/hr depending on education, background and experience. Excellent opportunity for someone who is seeking to grow with the company!

Sales Logistics Coordinator

Sales Logistic Coordinator to support our Sales & Supply Chain team. This individual will be responsible for the following:

Coordinating sales orders

Scheduling seed shipments both domestically and internationally

Invoicing sales

Constant communication with offsite production facilities, customers, carriers and suppliers

Excellent written & oral communication, time management and problem-solving skills, ability to multi-task and meet various deadlines is required as is outstanding customer service skills. Ideal candidate must be a team player, show initiative and be able to interact professionally and effectively with all levels. Must have advance proficiency in Microsoft Office: Excel, Word, Outlook and Access. Must have at least one year of relevant shipping experience.

This position is full time and offers competitive compensation along with a comprehensive and excellent benefits package including 401k with company match, paid time off and holidays. Will also be eligible for company bonus incentive program! Excellent opportunity for someone who is seeking to grow with the company!

Paid Internship – Greenhouse Operations

The Greenhouse Operation Intern position works for and supports the forage breeders and other staff for the development of new varieties and hybrids. Work activities will include: assistance in the supervision, performance, and execution of greenhouse activities (planting, plant growth, pollination, and harvest), seed packaging, field trial and nursery setup, planting, data collection, and other duties as might be deemed necessary by supervisor to support breeding.

This position will work part-time work hours during the school year and there is potential for full time during the summer. This position does not offer benefits but eligible for sick pay and paid holiday time off!