



“To be the service provider of choice. Providing a complete, Quality Assured Seed Solution through Professional Supply Chain Management.”

POSITION	Sales Agronomist & Customer Service Officer
LOCATION	Rutherglen, VIC
REPORTS TO	Sales & Business Development Manager

POSITION SUMMARY

This position will ideally suit a post graduate looking for a long term career in the seed industry, rural sales and agronomy. This position will involve on the job training, particularly in the areas of varietal based agronomy, seed sales, seed production, trading and marketing.

It would be expected that you will learn all aspects of the seed processing, production, treating, sales and distribution. Enabling an intimate knowledge of the product throughout the value chain.

The role will introduce you to an industry which is passionate, small but significantly important in agricultural productivity and sustainability.

You will be working with the Sales & Business Development Manager and other key staff of the company to ensure Baker Seed Co. maintains and continually develops its status as an innovative leader in production, processing, packaging and seed treating within the agricultural industry.

Your role is pivotal in increasing Baker Seed Co. sales along with ensuring our corporate image and reputation across all key networks and stakeholders is maintained and enhanced by ensuring accurate information dissemination and the company is actively promoted within the seed industry and broader agricultural community.

QUALIFICATIONS

- Higher education in Agronomy or Agribusiness is desired.
- Industry experience preferred but not essential.
- A demonstrated willingness and ability to learn and grow within the seed industry.
- Strong intrapersonal skills with an ability to empathise and communicate with farmers, agronomists and the farming community.
- Exceptional written and verbal communication skills.
- Familiarity with data analysis and reporting.
- Hardworking, persistent, and dependable.
- Positive and enthusiastic.

KEY RESPONSIBILITIES

Sales & Marketing

- Actively provide sales support by following through sales enquiries (phone/fax/email/ etc.).
- Provide a reliable first point of contact for Sales enquiries.
- Provide support to Sales staff ensuring accurate stock levels are maintained and relevant reporting completed.
- Ensure current pricing is disseminated internally and externally with regular updates provided.
- Ensure current availability, treatment and packaging status of seed lines are communicated to customers when and where requested.
- Assist in the set up and execution of BSC field day and, and represent Baker Seed Co. at various other field days and events.
- Ensure sales and orders are recorded accurately into all relevant internal systems upon receipt.
- Keep accurate records of quotes and enquiries.
- Sales / marketing of broad acre and pasture seed to respective customers.
- Sales / marketing of services and processing to clients, potential clients and growers.

Agronomy & Field Support

- Provide a variety of information and agronomic support to growers, agronomists and stores.
- Assist in coordinating seed production and inspection of seed crops.
- Conduct farm visits, grower walks and agronomy tasks as requested.
- Assist in evaluating and maintaining variety and agronomy trials.
- Help analyse and compile the results of trials and research activities.
- Be involved with field days, paddock visits and store visits.

Inventory & Dispatch

- Communicating with the operations manager, co-ordinate logistics, warehousing and stock levels to ensure central system is reflective of physical stock levels.
- Ensure all sales dispatches are processed and recorded into the appropriate Management System/s.
- Ensure that customers receive their orders in a timely and accurate manor.
- Liaise with a variety of freight companies to ensure distribution of seed is cost effective, accurate and timely.
- Coordinate and organise dispatch of seed orders in an efficient and timely manner, ensuring that all stakeholders are communicated to regarding packaging and dispatch of seed.

Administration

- Working with the Marketing & I.T. Officer to maintain and co-ordinate the internal contact database ensuring all internal systems are accurate and current.
- Assist logistics with Grower Canola program.

Personal Attributes

- Exceptional customer service and sales experience.
- High level organisational, planning and problem solving skills.
- Ability to work effectively as a team player as well as independently.
- High level of attention to detail.
- Self-reliant and self-motivated.
- Ability to cope with high pressure situation and competing deadlines.
- Patient, amiable and good humoured.

KEY SELECTION CRITERIA

- Demonstrated knowledge of the agricultural industry with an understanding of the products, seasonal timings and general requirements of rural producers.
- Sound customer service, organisational, administrative and computing skills complemented by excellent written and verbal communication skills.
- Proven ability to work effectively in a team environment ensuring established deadlines are met.
- A tertiary qualification in agricultural science or a related field, or applicable industry knowledge.
- Current driver's license is essential.

KEY PERFORMANCE INDICATORS

1. Internal inventory system is current and reflective of physical stock levels.
2. Sales orders processed same day as receipt.
3. Picking slips provided to warehousing, where possible, one day prior to dispatch.
4. Dispatches and Invoicing completed same day as dispatch.
5. Freight costs are within budget.
6. Accurate pricing and information disseminated as required to all key stakeholders.
7. Customers are well informed of product availability.
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APPLICATIONS TO

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