

Adaptive Seeds is a certified organic seed company located in rural Linn County, Oregon, about 45 minutes from Eugene and Corvallis. We grow more than 75% of the varieties we sell, and believe that open pollination encourages diversity and resilience. We are passionate about *Bringing Biodiversity Back* to farms and gardens by stewarding diverse seed varieties that we distribute through our website and regional seed racks. We see locally adapted seed as a foundation of the resilient local food systems that we are helping to create.



We are a small, farm-based business, and our offices are located at the farm and home of founders Sarah Kleeger and Andrew Still. Sarah and Andrew operate Adaptive Seeds along with a team that consists of a Seed Inventory / Quality Assurance Manager, an Order Fulfillment Manager, and two full time, year round crew members who rotate seasonally from field work to order fulfillment. We strive to provide a supportive and inclusive environment that values communication, respect, and collaboration.

## **Seed Inventory / Quality Assurance Manager**

This is a full-time, year round, onsite office/warehouse position and is a key leadership role. The Seed Inventory / Quality Assurance Manager will track and manage our inventory of over 625 varieties as well as generate and analyze sales reports in order to make informed inventory decisions. They will ensure optimal seed quality through record keeping, seed testing, and auditing. They will work collaboratively with leadership and order fulfillment to maintain seed integrity, continuity, and effective communication.

• \$20.00 - \$22.00/hr, DOE • Full-time • Number of positions available: 1 • Start Date: As soon as possible •

### ***Responsibilities:***

- Manage product inventory including timely and accurate intake processing of all seeds, seed lot numbering, identification, and tracking over time.
- Quality control, including sensory evaluation, seed testing, and maintaining records on the health and viability of seed inventory.
- Ensure seed complies with all applicable government and industry standards, including germination and disease, and the National Organic Program. Integrate and maintain those standards throughout operational processes; assist with audits and inspections.
- Maintain accurate records, including generating and analyzing sales reports, and utilizing reports and inventory data to make production decisions.
- Designate sales channels and assign stock while balancing existing inventory with sales goals and in-house seed/field production capabilities; communicate with leadership regarding stock issues.
- Manage website backend (WooCommerce) stock, reporting, and work with IT regarding issues.
- Work with packet filling team; verify accurate weights, records, and standards are being met.
- Improve warehousing strategies regarding the receipt, testing, storage, packaging, and distribution of seeds.
- Collaborate with and support other departments to close operational gaps and establish protocols to improve efficiency and continued scaling for growth, including replacing legacy systems and processes.
- Participate in the development of strategic and facilities plans.

### ***The Ideal Candidate has/is:***

- A systems thinker with a passion for spreadsheets.
- Working knowledge of and/or experience in warehouse operations, inventory management, production, packing, and assembly.
- Capable of frequent bending and heavy lifting (up to 50 lbs).
- High level of experience and proficiency with Mac computers and software including Google suite, LibreOffice (alternative to Office Suite), Adobe, WooCommerce; advanced use of spreadsheets; and ability to learn and adapt to new computer programs and software quickly and masterfully.

- Strong math skills with an understanding of grams and ounces, and proficiency in data collection, analysis, and reporting.
- Understanding of botany and familiarity with gardening or farming and seeds, and aptitude for quickly learning and understanding industry-specific terminology and procedures.
- Strong planning, problem-solving, and investigation skills.
- Able to maintain a high degree of accuracy in both hands-on tasks and record keeping.
- Strong verbal and written communication skills, including analysis, interpretation, and reasoning.
- Able to think creatively and strategically to meet evolving challenges, and to maintain high levels of responsibility, initiative, and independence.
- Strong organizational and time management skills, and exceptionally high attention to detail while maintaining professional, efficient outcomes in a fast-paced, team-oriented work environment.
- Combines leadership skills and initiative with collaboration to contribute to a thriving, enjoyable environment for team members. A good sense of humor doesn't hurt either.
- A passion for our stated mission of "Bringing Biodiversity Back" to farms and gardens.

**Considerations:**

- Job review at 3 months with potential for advancement. As our business and responsibilities evolve, roles and job descriptions will be adjusted accordingly.
- Position requires standing for long periods of time in our cool (55-60°F) seed storage area with constant background noise (hum of dehumidifiers, climate control, printers, etc.).
- Must be able to tolerate a cat-friendly environment.
- We're staying current regarding Covid-19 advisories. Protocols may change in relation to pandemic conditions and community needs.
- In addition to hourly compensation, full time permanent employees receive paid holiday time; paid time off; sick pay; flexible scheduling; paid parental leave; employee discounts; occasional plant starts and produce; and educational opportunities.
- For further details about Adaptive Seeds, and the qualities we're looking for in a teammate, please see the [Job Opportunities](#) page of our website to find our 'General Employment Considerations' document.

**Acknowledgements:**

At Adaptive Seeds we acknowledge that seed biodiversity is only one aspect of farm diversity in the US that has declined in recent history. Cultural diversity has also been systematically eroded from the agricultural landscape. Because of this, we are committed to advancing diversity, equity, and inclusion in our organization, in our work with seeds, and in our agricultural community.

Adaptive Seeds provides equal opportunity to all individuals and will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on personal appearance, socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.

*The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees assigned to this job.*

**To Apply:**

Email resume, cover letter, and professional references to [seed@adaptiveseeds.com](mailto:seed@adaptiveseeds.com). Please put the job title in the subject line. No phone calls or in-person inquiries. Position is open until filled. We encourage anyone who wants to work with us and is interested in this position to apply regardless of whether they feel they meet the listed qualifications.