JOB DESCRIPTION
FIELD SUPERVISOR

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<table>
<thead>
<tr>
<th>Department:</th>
<th>Field Services</th>
<th>Reports to:</th>
<th>President / CEO</th>
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<tbody>
<tr>
<td>Last Updated:</td>
<td>September, 2016</td>
<td>Direct Reports:</td>
<td>Seasonal Inspectors</td>
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<tr>
<td>FLSA Status</td>
<td>Exempt</td>
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</tbody>
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**JOB SUMMARY:**

Perform and supervise field services functions, including field and facility inspections, audits of MCIA audit based services, and manage inspection crew in the assigned territory.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Manage and conduct field inspections of crops in the assigned territory.
- Exercise consistent discretion and judgment in field inspections and issue inspection reports.
- Hire, train and supervise seasonal personnel as needed to complete inspections in assigned territory.
- Perform audits and other third party on-site evaluations to verify conformance to quality management and/or regulatory compliance requirements.
- Inspect assigned MCIA approved facilities and report inspection results.
- Monitor MCIA tag and certificate use, process necessary paper work and maintain current records to support certification and quality assurance programs.
- Exercise consistent discretion and judgment in decisions related to inspection work.
- Identify new service opportunities, market MCIA services to potential MCIA customers.
- Advise and educate clients of MCIA program requirements and proper inspection techniques.
- Represent and promote MCIA at designated industry meetings, trade shows and other functions.
- Through regular interactions, enhance MCIA relationship with its clients.
- Serve as the MCIA liaison to specified MCIA committees.
- Coordinate with MCIA office, and other field supervisors to effectively serve customers.
- Perform other miscellaneous seasonal duties, as required.

**QUALIFICATIONS:**

**Minimum Qualifications**

- B.S. in Agronomy or closely related area.
- Basic understanding of the quality management systems.
**Preferred Qualifications**

- Advance degree in Agronomy or closely related area.
- Three or more years of experience in the seed industry.
- Three or more years of experience in field inspections.

**SKILLS/PHYSICAL DEMANDS**

- Strong interpersonal, written, communication and organizational skills.
- Strong computer skills, working knowledge of MS Office.
- Ability to handle confidential information with great sensitivity, good reasoning abilities, and sound judgement.
- Able to work independently, highly self-motivated.
- Able to travel extensively. Must possess a valid driver’s license.
- Able to work in loud and dusty conditions.
- Able to work in outdoor conditions and walk fields.
- Able to occasionally lift up to 60 lbs.
- Able to work well in a dynamic and ever-changing environment.
- Capable of supervising and directing others.
- Promote and ensure excellence in customer service.
- Promote good work ethics, positive attitude and team work environment.