

**TITLE:** Operations Associate

## **GENERAL SUMMARY**

The Operations Associate is responsible for planning and carrying out multiple logistical tasks associated with the production, processing, distribution, and sale of GLA Safflower Oil and other oils products that Arcadia may develop and commercialize in the future.

## **ESSENTIAL JOB FUNCTIONS**

Duties and responsibilities include, but are not strictly limited to:

### **Crop Development**

- Working with the Production Manager, members of the Product Development group, and other scientific and regulatory colleagues, perform tasks associated with selection, sorting, weighing, cataloging and otherwise managing seed for individual plant lines.
- Assisting with the planting, management, and harvesting of test plots designed to select and further produce improved varieties of GLA Safflower and other oilseeds.

### **Commercial Crop Production**

- Working directly with the Production Manager, carry out a wide range of tasks as required to plant, manage, harvest, and manage the grain for commercial production in a timely and cost effective manner. Commercial crop production tasks may include:
  - Working to select appropriate production fields.
  - Directly carrying out tasks as necessary to plant, care for, and harvest the crop.
  - Coordinating crop harvesting, transportation, and storage as necessary, including the management of transportation logistics.
  - Special conditions for managing the grain to prevent oxidation are required and specific procedures will be followed.
  - Ensuring that activities undertaken by Arcadia and/or contract service providers comply with Standard Operating Procedures for identity preserved production as well as regulatory requirements.
  - Such tasks will involve periodic travel away from the base location for periods of time that may be up to one week.
  - Such tasks will periodically require working long hours in production fields, where environmental conditions (temperature, wind, dust, etc.) may be uncomfortable.
  - Such tasks will often require interaction with a variety of cooperators, including farmers, seed companies, regulatory agencies, and others.

These interactions require the ability to interact effectively with others in order to achieve the company's goals.

### **Commercial Oil Production**

- Working directly with the production manager, interact as necessary with crop crushing service providers to ensure timely and cost effective processing of crop seed to produce high quality oil.
- As required, manage logistical arrangements to transport crop from storage locations to crushing locations, ensuring that arrangements comply with contractual and regulatory requirements.
- As required, interact with crushing service providers to monitor compliance with identity preservation and quality control procedures.
- Make logistical arrangements as necessary for storage of oil produced prior to transportation to customers.
- Monitor oil quantities in storage.

### **Commercial Oil Sales Logistical Support**

- Under direction from marketing and sales staff, make necessary logistical arrangements for handling, packaging, and transportation of oil products to distributors and/or other customers.
- Provide additional logistical support to marketing and sales, including assistance with inside sales, management of samples, arranging for product quality testing, and other tasks as required.

## **REQUIREMENTS**

- BS in Plant Science, Horticulture or a related field, or demonstration of more than 5 years of progressively responsible experience in management of operational and/or logistical activities.
- Basic understanding of plant genetics and plant breeding techniques is also highly desirable.
- Must be able to tolerate outside field conditions which may include extreme heat or cold.
- Able to work independently and communicate issues and details.
- Demonstrated ability to interact effectively with internal and external parties.
- Able to lift bulky materials, heavy supplies and equipment (up to 50 lbs).
- Able to manage task oriented projects.
- Able to work with MS Word, Excel and Outlook.
- Demonstrate ability to work with minimal direct supervision once trained.
- The Operations Associate duties may require periodic work outside normal working hours, including weekend and holiday work.

- The Operations Associate works on assignments that are complex in nature where judgment and initiative are required in resolving problems and making recommendations.