



SMITH GARDENS

"Our Business is Growing"

JOB DESCRIPTION

JOB TITLE: Trial Coordinator

REPORTS TO: Research and Development Manager

Salary: \$15-\$20/ hour DOE

JOB FUNCTION:

3 days per week: Assist the research and development manager in all aspects of the trial garden at the Marysville facility.

2 days week: Work with the corporate production team on data entry projects.

JOB DUTIES:

- Track Trial Purchase Orders and communicate arrival dates with Trial Manager
- Pot up all trials in accordance to trial guidelines
- Maintain trial plants in accordance with customized standard operating procedures
- Maintain trial grounds
- Ensure proper disposal of finished trials
- Work with corporate head grower on "growing trials"
- Take data evaluations of trials
- Take flower progression photos
- Assist corporate production team with designated data entry projects from the corporate office

SKILLS AND ABILITIES:

- Strong background/knowledge of plants
- High organizational skills
- Strong Excel skills
- Basic knowledge of Microsoft PowerPoint and Word
- Ability to carry up to 50 pounds on a frequent basis
- Valid driver's license

- Capable of commuting throughout the week
- Outgoing and social at a professional level

QUALIFICATIONS/EDUCATION:

- Bachelors and/or Associates degree in Horticulture
- 2-3 years of work experience in Horticulture a plus

Submit applications at: <http://www.smithgardens.com/careers/production>

Management reserves the right to assign duties and responsibilities as required.