**Packaging & Shipping Manager, Crookham Company, Caldwell, ID**

Post Date: 10/05/21

Close Date: 10/19/21

**Employment Type** Full-Time, Salary with Benefits

**Compensation:** DOE

**Job Type**: Packaging and Shipping

**Education:** Bachelor’s Degree

**Experience**: 3+ years’ work experience

**Industry**: Agriculture - Seed Production & Distribution

**Manages Others:** Preferred

**Relocation:** No

**Required Travel**: Limited

**Company Summary:**

Crookham is a local family owned seed company founded over 100 years ago to meet the country’s popcorn seed demand and has grown to provide specialized production, breeding and distribution of hybrid sweet corn, popcorn and onion seeds domestically and internationally. Through the years the Company has gained a reputation for its decisiveness, integrity, innovation and a high level of energy and drive. It is a company dedicated to its customers and employees alike and looking for a new member to join its team.

**Job Summary:**

Directs and manages the Packaging and Shipping Department including commercial inventory Management and Customer Relations with overall responsibility for packaging and shipping seed in accordance with seed industry standards, regulations and company processes.

**Responsibilities:**

* Manage all aspects of packaging and shipping including product, personnel and equipment within scope schedule, and budget.
* Maintain adequate qualities of shipping supplies.
* Monitor and ensure regulatory compliance at all stages of Packaging and Shipping.
* Issues official certification statements attesting the sample matches the claims stated on the product label.
* Manage commercial inventory availability, evaluate appropriate action and best use, develop system tools for analysis and management, and serve as focal point for commercial inventory.
* Maintain customer relations and report customer complaints and feedback.
* Work closely with Production and Sales to coordinate new crop deliveries to plants and keep supply in line with demand utilizing current resources and developing new information tools.
* Identify, develop and implement new technologies and procedures to improve quality and efficiency.
* Ensure safety and good housekeeping in daily activity and responsibility of all department personnel.

**Education & Experience:**

* Three or more years of experience in the Packaging and Shipping of perishable products including international shipping.
* Advanced Proficiency in Excel and Word is required.
* Experience in championing change, building and sustaining relationships and exercising sound business judgment.

**Key Skills & Competencies:**

* Accuracy and attention to detail required.
* Must be a self-starter, highly motivated, and capable to work with minimal supervision.
* Must demonstrate high professional standards of customer services in execution of duties, including but not limited to, exceptional interpersonal skills (oral and written in English).
* Demonstrates ability to develop and implement actions plans and complete large projects.
* Ability to effectively communicate with diverse groups of managers and personnel.
* Strong leadership, supervisory, and training skills.
* Ability to provide vision and direction to others.

**To apply please submit your resume to Tracy Goff**