



SCHEDULE 1 JOB DESCRIPTION

THIS schedule of job duties is not intended to be exhaustive or restrictive and shall include other tasks reasonably necessary or incidental thereto, and/or which may be assigned by the Employer from time to time.

Graduate Seed Trainee

The position of Graduate Seed Trainee is an eighteen month appointment, reporting to the Pasture Specialist. The key responsibilities are to work for set periods in each of the foundation seed production, customer services, plant breeding, marketing, seed laboratory and pasture systems teams. The role also has a range of development opportunities including a seed technology course and attending the NZ Grassland Association conference.

Principal accountabilities through the programme

1. To assist the Seed Production Agronomist in the area of seed multiplication, and the production of high quality Foundation Seed.
2. To assist the Customer Services Manager in providing administrative and logistical support to the Company's sales activities, especially in taking orders from customers, despatch, advice and inventory management.
3. To assist the Plant Breeding Team as required in effective completion of tasks involved in the breeding and development of new pasture and crop varieties.
4. To assist the Marketing Team in the preparation of marketing plans by participating in and contributing to planning, as well as assisting in the Company's communication plan, through advertising, field days, seminars and the Pasture & Forage Manual.
5. To assist the Seed Laboratory Team as required in tested seed for quality characteristics.
6. To assist the Pasture Systems Team with developing information on cultivars and their management for the best results with farmers.
7. To undertake necessary training to fulfil these accountabilities.
8. To gain the respect of colleagues in the completion of all tasks.

July 2026