

Job: Farm Manager Assistant

Job Description: Our company is looking for an experienced Farm Manager Assistant with good business sense to join our team. The Farm Manager Assistant's responsibilities include assist the manager to monitoring staff, crops, and livestock, purchasing supplies, preparing budgets and reports, and ensuring maximum profit. He or She should be able to maintain professional networks and keep abreast of developments in agricultural science.

Duties/Responsibilities:

- Analyzing existing operations, crops, livestock, staff, and financial documents and recommending improvements.
- Preparing plans and schedules for planting and harvesting and ensuring staff understand expectations.
- Visiting the different divisions to inspect crops, livestock, and also perform tests on soil and water.
- Ensuring seeds, fertilizers, pesticides, and other supplies are regularly restocked.
- Scheduling repairs, maintenance, and replacement of equipment and machinery.
- Handling the marketing and sale of products produced on the farm.
- Ensuring all staff adhere to health and safety regulations.
- Assisting with the recruitment and training of new staff members.
- Collaborating with senior staff to prepare budgets and financial reports.
- Building professional networks and keeping abreast of developments in agricultural sciences

Required Skills/Abilities:

- Additional courses in Business Management or Administration is recommended.
- A passion for Agriculture.
- Excellent problem-solving, analytical, and critical thinking skills.
- The ability to make decisions in stressful environments.
- Superb communication and interpersonal skills.
- Willingness to work overtime as required.

Education and Experience:

- High School Diploma/GED is required.
- Bachelor's degree in Agriculture, Animal Science, or equivalent preferred.
- Extensive experience in a farming-related field.
- Management experience would be a plus.

Physical Requirements:

- Must be able to lift up to 15 pounds at times.
- Must be able to work in inclement weather and with usual hazards associated with harbor sites.
- Must be able to work weekends and holidays as needed, particularly during peak seasons.
- Must be able to hear and see alarms and dangers or hazards.

Job Type: Full-time

Salary: DOE

Work Location: Bethel Island, CA

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- 401K Retirement Plan

Applicants must be currently authorized to work in the United States.

We are proud to be an Equal Opportunity and Affirmative Action employer, and consider qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other protected factor under federal, state or local law.