

Manager, Seed and Plant Materials

Tree Time Services Inc. does sales, marketing, and specialty services for over 60 million woody plants (tree and shrub seedlings) a year throughout Canada and into the USA. Our primary input to our production success are quality seed and plant materials. We are seeking a Manager, Seed and Plant Materials. This involves:

The planning, scheduling, coordination, and staffing of **seed collection** for clients. Sometimes with different provincial or client specific regulations including chain of custody for government registered seedlots and different processing requirements for various stakeholders. On occasion, seed may be procured from other organizations too.

The **processing, extraction** and conditioning of cones, berries, cuttings, and other material into a stage and moisture content appropriate for long term storage in refrigerated or frozen locations as needed. This includes de-winging, upgrading to remove chaff and debris so seed can be used in seeding equipment or processed as per government quality standards.

Researching, testing, and adjusting the annual use of **stratification protocols** for a wide variety of native and non-native species of woody plants. Including the ability to pre-stratify and to store seed already stratified but unused.

Testing of seed with cut tests, tetrazolium tests, and germination tests to determine viability and germination capacity.

Maintenance of the 3,000+ lbs of seed and plant material currently in our seed bank storage vaults.

The ongoing organization and occasionally stressful **logistics** of volumes of incoming and outgoing seed and cuttings that may be worth hundreds of thousands of dollars as seed but worth tens of millions of dollars as a crop to potential customers and greenhouses. The importance of excellence and a strong emphasis on quality processes in your role cannot be overstated.

You will have multiple internal and external “clients” with short timelines and high expectations. Your performance is critical to their success. You will also have amazing support and a company willing to invest to make our organization a continued leader in seed and plant materials management.

You:

- Technically proficient
- An excellent communicator and collaborator
- Highly organized
- Enjoy varied and seasonal work
- Adaptable to the seasonal nature of the industry
- Use your time extremely well
- Enjoy maintaining records and the “library” of seed
- Are entrepreneurial and understand the many services a seed plant can offer to internal and external stakeholders
- Have experience with staff, scheduling, developing SOPs, and budgets. Without strong administrative skills you will not be successful in this role. You will require strong record keeping skills to ensure the efficient use of resources.
- Competent with a wide range of techniques that allow the processing of a diverse range of seed
- Are pragmatic and willing to work with both high end technical, innovative processes and simple, effective methods to get efficient results.
- Consider yourself a professional and are constantly improving your skills, abilities, and experience while sharing those things with others on your team
- Are capable of teaching and conducting seminars to train and educate others
- Do all of this within a strong health and safety culture

Education preferred but not limited to: botany/biology, horticulture, arboriculture, forestry, specific seed training and certifications, more.

Experience is necessary: we are looking for a professional who can help build and expand our current success as we enter what we think will be a “decade of trees” due to historic increases in naturalization and carbon sequestration projects. You likely have a science degree in a related field and possibly a professional designation. Data collection and analysis are a key part of this role and there can be significant administrative work involved.

Skills and abilities: spreadsheets and databases, mechanical aptitude is a must, understanding of eRH equipment, tetrazolium test procedures, vacuum pumps, freezers, refrigerators, seeding equipment, blower/upgraders, scarification equipment, and more is all necessary.

Come build a better world and better future with Tree Time Services Inc.

Reports to: Senior Production team.

If interested, please apply through the following link: <https://treetime.bamboohr.com/jobs/view.php?id=25>