

## **FARM SUPERVISOR-COFFEE (SGI-JR-0013)**

### **SUMMARY**

This is a full-time position and this person will report to the Operations Director-Coffee. This role involves weekly planning, daily tours of the farm, disease control, oversight of daily operations, equipment and product management, input usage supervision, harvest control and record keeping, making farmers' schedules and implementing company guidelines, and operations procedures and farming plan.

### **DUTIES AND RESPONSIBILITIES**

- 1) Plans farm activities weekly in writing, manages laborers schedules and oversees all of the operations at the farm. Daily filling of Farm Daily Tracking Sheet to be made available for Director of Coffee Production use.
- 2) Tours the farm every day to ensure good standing, effective progression of ongoing work and early identification of issues to be addressed.
- 3) In charge of all machinery, equipment, tools, seeds, and input of all systems. He/She will ensure the proper usage and will record all those assets at the end of the work day.
- 4) Must implement company guidelines, operation procedures, farming plans and bi-monthly schedule. All deviation should be pre-authorized by the Operations Director-Coffee and reported to the Assistant to the Directors before its implementation.
- 5) Ensuring good watering, pruning and shading as well as phytosanitary treatments.
- 6) Maintain production sheet and tracking the usage of inputs to be submitted to the Operations Director-Coffee and General Manager.
- 7) Responsible for meeting or exceeding production target. In charge of identifying and requesting resources to meet those targets.
- 8) Supervises Products Processing.
- 9) Make Laborers hiring suggestions to the Operations Director-Coffee and Assistant to the Directors.

### **EDUCATION, EXPERIENCE AND ABILITIES**

- 1) At least High school graduate with at least 5 years of experience in Coffee farming and supervision. Experience of others tropical foods growing is important as well.
- 2) Ability to tour the farm many times a day. Good writing skills and basic computer skills.
- 3) Knowledge of plant morphology.

### **HOW TO APPLY**

To apply for this position, please send your CV with a portrait photo and 2 reference contacts to the e-mail [jobs@smartglobeinternational.com](mailto:jobs@smartglobeinternational.com) quoting the reference number SGI-JR-0013 as the subject.