



POSITION DESCRIPTION

Position Title:	Research Account Manager
Location:	Guildford
Employment Status:	24 – 38 hrs per week

PURPOSE OF POSITION

Manage client relationships and all administrative requirements of field research including preparation of trial quotes, protocols, field data and trial reports.

Selection Criteria/Skill Level Required:

- Some level of agricultural industry experience is essential.
- Excellent interpersonal, written and oral communication skills.
- Experience in using Microsoft Office 2003 or 2007 suite of products.
- Able to perform repetitive tasks accurately and conscientiously.
- Proven ability to pay very high attention to detail when entering data.
- Ability to prioritise tasks and work under pressure.
- University Degree in a related science would be viewed favourably.
- Experience in operating a database would be an advantage.

Technical Know How:

Advanced vocational: Skills acquired through an accumulation of on the job experience and certificate/diploma level.

CONTEXT OF POSITION

Key Internal and External Relationships

Internal.

- Day to day working relationship with the Research Program Manager and Logistics Managers to ensure that all matters of clients research requirements from pre-season meetings through to delivery of final reports are met.
- Liaising continually with Field Agronomists to ensure efficient and timely communication of client requests.
- Liaising with other Research Account Managers to assist you in developing your ability to manage the role on a daily basis.
- Directing Kalyx casual employees on packaging and harvest requirements for your designated clients.

External

- Meeting, emailing and talking with clients on a regular basis in order to ensure that close relationships with designated clients are maintained.
- Liaising with farmer co-operators to ensure trials on their properties are proceeding as per agreements set in place at the commencement of each season.
- Communicating with industry personnel to accommodate requests for data and seed.

Key Systems and Processes

- Managing trials on the Agricultural Research Manager (ARM) database.
- Operation and maintenance of Kalyx trials management database.
- Day to day monitoring of Microsoft Outlook to communicate with clients, Kalyx field agronomists, farmers and other industry personnel.
- Creating your own correspondence to a high standard.
- Maintain a sustained level of concentration when entering field data and trial information to ensure accuracy and identify errors.

Reporting Relationships

Reporting on a daily basis to the Research Program Manager.

Financial Authorities

Authority to spend funds will be directed by the Finance Officer.

KEY ACCOUNTABILITIES

REQUIREMENTS	EVIDENCE
<p>Handle all matters of clients' research requirements including pre-season meetings, setting up and quoting of new trials into the Company database through to delivery of final reports by building good relationships with designated clients.</p>	<p>Ensure that all clients are satisfied with the progress of their trials and that their information flow meets their requirements.</p>
<p>Maintain a very high standard of integrity by sustaining a high level of concentration when inputting all trial data and day to day activities carried out by field staff into:</p> <ul style="list-style-type: none"> • Agricultural Research Manager (ARM) database • Kalyx Company database • ACAS database. 	<p>Minimal errors detected by clients, program manager and field agronomists.</p>
<p>Maintain all aspects of field staff liaison to ensure efficient and timely communication of client requests.</p>	<p>Timely delivery of data has been received by clients.</p>
<p>Prepare client progress reports, field tour booklets, client presentations, and final report data by making use of databases and Microsoft Office 2007 software.</p>	<p>Ensure these reports are meticulously proofed before sending onto clients. Feedback from clients establishes that reports provided were of a high standard.</p>
<p>Assist in preparation of scientific reports by making use of company templates to give support to report writers.</p>	<p>Ensure that all data is formatted into excel spreadsheets in preparation for final report templates.</p>
<p>Develop and improve information and recording systems for field staff to facilitate better communication of research trial progress and results.</p>	<p>Positive feedback from field agronomists and logistic managers in relation to data collection sheets ensures that these meet their requirements.</p>
<p>Assist in the maintenance of all Kalyx database requirements to ensure that the system continues to evolve and improve.</p>	<p>Record suggested improvements to the database throughout the season resulting in updates at year end.</p>