Job Title: Seed Administrator

Department: Seed and Trials
Reports to: Seed & Trials Manager
Location: NKR
Type: Full-time

Purpose of the Role

The Seed Administrator provides essential administrative and financial coordination across Agventure's seed operations. The role ensures that contracts, accounts, and royalty payments are efficiently managed and all seed documentation — including imports and exports — is complete, compliant, and auditable. By maintaining robust systems and transparent records, the Seed Administrator supports the commercial growth and integrity of Agventure's certified seed portfolio.

Key Responsibilities

1. Seed Contracts & Documentation

- Draft, review, and maintain seed production, grower, and distribution contracts.
- Ensure all contracts are signed, filed, and updated in alignment with Agventure's policies.
- Track contract deliverables, timelines, and obligations with growers, processors, and partners.
- Support relevant teams with documentation for audits, renewals, and compliance checks.
- Ensure 100% documentation records of all certified seed activities.

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2. Royalty Management & Licensing Administration

- Manage royalty agreements with breeders, licensors, and partners.
- Track seed sales volumes to calculate and prepare royalty payment statements.
- Ensure timely and accurate royalty disbursements, with proper internal documentation.

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3. Financial & Budget Administration

- Support annual budget development for the Seed Department in coordination with Finance and R&D.
- Maintain accurate records of input purchases, production costs, and sales revenue.
- Assist with invoicing, reconciliations, and data entry into accounting systems.

4. Seed Accounts & Record Management

- Maintain up-to-date production and sales records for all seed lots, varieties, and growers.
- Reconcile field, processing, and stock data with internal systems and commercial records.
- Prepare monthly and quarterly reports summarizing production, sales, and financial status.
- Ensure documentation is aligned with certification and regulatory requirements.

5. Seed Imports & Exports Administration

- Coordinate documentation and compliance for all incoming and outgoing seed consignments.
- Prepare and track import/export permits, phytosanitary certificates, and customs clearance paperwork.
- Maintain liaison with regulatory authorities (KEPHIS, KRA, regional seed boards, etc.) to ensure smooth and compliant seed movement.
- Record and reconcile all seed shipment data in coordination with procurement, logistics, and finance teams.
- Monitor timelines for international shipments, ensuring prompt communication with partners and freight agents.
- Support the management of seed variety introductions and export licensing requirements.

6. Coordination & Communication

- Serve as the central point for communication between the Seed Department and Finance/Procurement teams.

Qualifications & Experience

- Diploma or Bachelor's degree in Agribusiness, Finance, Administration, or related field.
- 3+ years of experience in administrative, accounting, or operations support roles.
- Familiarity with agricultural trade, seed certification, and regulatory frameworks.
- Knowledge of import/export documentation, customs procedures, and compliance requirements.
- Proficiency in Microsoft Excel and accounting systems (e.g., QuickBooks, ERP tools).
- Strong understanding of contracts, budgeting, and financial reconciliation.
- Excellent organizational and documentation skills.

Core Competencies

- High attention to detail and accuracy.
- Strong administrative and record-keeping discipline.
- Financial literacy and analytical ability.

- Understanding of trade documentation and compliance.
- Clear and professional communication skills.
- Ability to coordinate across departments and meet deadlines.
- Integrity and discretion when handling financial or contractual information.

Key Performance Indicators

- Timely and accurate preparation of contracts, budgets, and financial reports.
- Accuracy and compliance of import/export and royalty documentation.
- Audit readiness and proper filing of all seed movement records.
- Consistent reconciliation of seed production, stock, and sales data.
- Effective coordination between departments and external partners.

Send CV's and covering letter to: jobs@agvke.com &
jess@agvke.com