



Join Our Growing Team!

Senior Office Manager

GENECTIVE, a 50/50 JV between two leading global seeds companies, Limagrain and KWS, is establishing a full-time position of Senior Office Manager for our fast-growing team. The Senior Office Manager is a direct report of the President & CEO. The primary working location is the corporate Headquarters in Champaign, IL while occasionally working at the research facility in Weldon, IL may be required. The Senior Office Manager plays a critical role in providing executive support, managing administrative activities for the broad team, as well as performing certain communication, HR, and contract management duties.

View a full list of responsibilities and required qualifications at:

GENECTIVE.COM

THE REWARDS

Competitive base salary, bonus, 401(K), medical, dental, long-term disability, and life insurance plans, as well as support programs for fitness, education, and employee referral. Fun and satisfaction from working in a high trust, high empowerment, high impact, entrepreneurial environment with a close-knit team.