

**From:** Marcus Duck <duckmarc@msu.edu>  
**Subject:** 2010 MasterTag Horticulturist - Text & Hort Research  
**Date:** March 12, 2010 2:29:23 PM GMT-05:00  
**To:** Marcus Duck <duckmarc@msu.edu>



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**From:** Fox, Joe [[JFox@mastertag.com](mailto:JFox@mastertag.com)]

Please see the posting below for a horticulturist. If you have any students or prior students that may be interested, please have them contact me.

**Joe Fox | Sales & Marketing**

**MasterTag**

9751 US Hwy 31  
Montague, MI. 49437  
231-740-8970  
[jfox@mastertag.com](mailto:jfox@mastertag.com)

**PRE-PRODUCTION DEPARTMENT**

**\*\*\* JOB POSTING \*\*\***

We are currently seeking (2) qualified individuals to fill the position of Horticulturist-Text & Horticulture Researcher in our Pre-production Department and will consider current employees who have an interest in applying.

**Responsibilities/Duties will include:**

- Conduct research into horticulture related information required for order completion, specifics, database files, etc.
- Maintain the integrity of horticultural information within the company's multiple databases.
- Provide horticultural information and support to other areas of the organization as needed to support business activities.
- Keep abreast of industry, breeder, supplier, etc., information pertinent to providing marketing effectiveness to its horticultural customer base.
- Provide the Sales/Marketing branch of the organization with horticultural, catalog support duties – database maintenance of adds, corrections, and deletions. Assignment of plan varieties to the appropriate category. Coordination with other databases (i.e., Items Database).

**Skills needed include:**

- Minimum of associate's degree in a related horticultural field; bachelor's degree preferred.
- Ability to multi-task.
- Must be able to effectively work across multi functions within a team environment.
- Must be an effective communicator with good grammar and writing skills.
- Exemplary horticultural knowledge.
- Database knowledge and/or Access software is a plus.
- Work experience within the horticultural industry is beneficial.
- Computer operation 75% - 100% of the time; ability to sit for extended periods of time; research activity is done on computer, reference books, etc.

If you have an interest in being considered for this position, please contact Human Resources for an Internal Application Form. If you have any questions, please see Julie Rice.