



**Position Title:** *Data Specialist*

**Department:** Nutrient Management/Facility Compliance

**Position Definition:** This is a professional office position with much diversity that will be responsible for collecting, organizing, and managing data provided by account managers and other professional sources that is necessary in maintaining environmental compliance of their operation. The data specialist is cross trained in all office data analysis departments within the company.

**Position Qualifications**

- Associate or bachelor's degree is required and a general understanding of agriculture is preferred.
- Proficient computer skills in MS Office primarily Excel.
- Knowledge and experience of GIS systems and software is preferred but not required.
- Must be proficient with county plat books and legal descriptions.
- Ability to follow established procedures as well as contributing to improvements/modifications.
- Excellent communication and interpersonal skills.
- Extremely organized and detail-oriented multitasker who works well in a fast-paced environment.
- Good problem-solving skills, ability to meet deadlines, and adapt to changing priorities.
- Effective team player with willingness to learn and develop more responsibilities.
- Honesty and integrity are a must and the highest level of client confidentiality is essential.

**General Duties and Responsibilities**

- Compile and analyze client data to produce very detailed professional compliance documents and other livestock operation permitting applications.
- Develop and maintain thorough knowledge of all regulations affecting clients.
- Data entry of compliance information; organizing and preparing reports and documents for client meetings.
- Ensure accuracy and detail with all paperwork, written work, and reports.
- Balance schedules and take responsibility to meet deadlines and goals.
- Assist in implementing and improving processes and procedures
- Update and improve propriety documents and templates.
- Maintain confidentiality of sensitive and proprietary information.

