



Nutrient Advisors consults the livestock industry across the Midwest in the area of environmental compliance, permitting, and manure-nutrient management. Our focus is to save our clients a lot of time, provide them with peace of mind that their operations are in compliance, and maximizing returns from their manure resources by strategically utilizing nutrients on their own farms or by developing sales programs for their crop producing neighbors. Our agronomic approach is what sets us apart and allows us to make environmental compliance, agronomics, and economics work together to achieve the highest yields, most profit, and the cleanest water and air.

Position Title: *Data Specialist*

Department: Nutrient Management

Position Definition: This is a professional office position that will compile and analyze data provided by account managers and other professional sources to produce Nutrient Management Plans and other livestock operation permitting applications for clients in a timely manner as required by regulatory agencies.

Position Qualifications

- Associate or Bachelor's degree is required and a general understanding of agriculture is preferred.
- Knowledge of GIS systems and legal descriptions is preferred.
- Proficient computer skills in MS Office (Outlook, Excel, Word).
- Excellent communication and interpersonal skills.
- Ability to follow established procedures as well as contributing to improvements/modifications.
- 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 NMP's and other permit applications.
- Develop and maintain thorough knowledge of all regulations affecting clients.
- Communicate regularly with account managers and project specialists.
- Assist with all compliance and certification paperwork and filings, as requested.
- Ensure accuracy, focus, and detail with all paperwork, written work and reports.
- Balance schedules and take responsibility to meet deadlines and goals.
- Maintain confidentiality of sensitive and proprietary information.
- Assist in implementing and improving processes and procedures.

