

JOB DESCRIPTION

DATA COORDINATOR



KNEE DEEP SOLUTIONS

208 SOUTH MARION AVENUE

WASHINGTON IA 52353

319-653-5555

Work hours: 8:15 – 3:30 Monday – Friday
(additional hours available)

Benefits: 3 hours PTO per pay period (bi-monthly)
extended holidays
paid ½ hour (in office) lunch
simple retirement plan employer match

DATA COORDINATOR

- WORK DIRECTLY WITH HOG CONFINEMENT FARMERS
- WORK DIRECTLY WITH SOIL SAMPLING COMPANIES
- MAINTAIN SOIL SAMPLE DATABASE
- PREPARE FIELD FILES
- CALCULATE RUSLE2 AND P-INDEXES ACCORDING TO NRCS GUIDELINES
- FRONT OFFICE ASSISTANT
- UTILIZE VARIOUS COMPUTER PROGRAMS
- WORK INDEPENDENTLY AND AS A TEAM TO COMPLETE GOALS

EXPECTATIONS:

We are here to help grow farms, food and families. We make the paperwork easy so that farmers can focus on what they do best. We operate with integrity and professionalism, and a local friendly atmosphere. I expect employees to always have a smile and be willing to go the extra mile for our farmers.

I will require a signed non-compete contract. I want to train you to be the best and help the company grow, and then pay you accordingly.