

JOB DESCRIPTION**KNEE DEEP SOLUTIONS**

208 SOUTH MARION AVENUE

WASHINGTON IA 52353

319-653-5555

Work hours: 8:00 – 4:00 Monday – Friday**Benefits:** 3 hours PTO per pay period (bi-monthly)
extended holidays
paid ½ hour (in office) lunch
health insurance options available**DATA COORDINATOR**

- WORK DIRECTLY WITH HOG CONFINEMENT FARMERS
- WORK DIRECTLY WITH SOIL SAMPLING COMPANIES
- CALCULATE RUSLE² AND P-INDEXES ACCORDING TO NRCS GUIDELINES
- MAINTAIN SOIL SAMPLE DATABASE
- UTILIZE MICROSOFT OFFICE, GMAIL, AND OTHER COMPUTER PROGRAMS
- PREPARE FIELD FILES
- MAKE CHANGES TO MANURE MANAGEMENT PLANS
- GENERAL OFFICE ASSISTANCE
 - ANSWER PHONES
 - PREPARE COUNTY/DNR/PRODUCER COPIES
 - FILING
 - TEAM ASSISTANCE
- 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.