

Map of Ag: Job Vacancy

Role: Administration Assistant

Location: Penrith, Cumbria

Salary: £21,000 - £25,000

Hours: 40 hours per week

We are looking for an enthusiastic individual to join our dynamic team at Penrith. The job will involve you interacting with our account management, IT, vet team colleagues and farmers from across the whole of the UK.

Map of Ag is an innovative agricultural data connectivity and insights business, working at the heart of the food industry. Working with our customers, we help to build resilient, sustainable supply chains. To help meet a growing demand for its products and services, Map of Ag is looking for an Administration Assistant to join their Penrith team. The successful person will be part of the team responsible for the delivery of industry leading projects with Map of Ag's customers, for example the measurement the greenhouse gas emissions across six supply chains for a big-four supermarket or calculating insights around animal health & welfare for a major milk processor.

This position offers a very good opportunity for an individual to develop their career with a growing company.

Job Role

The day-to-day activities for this role include:

- Communicating with relevant parties via phone and email, for example requesting information from farms, arranging vet visits, or responding to questions from farms' practicing vets
- Processing farm visit reports carried out by veterinary colleagues, ensuring protocols are followed correctly and the report is high quality before being sent to farmers
- Completing data quality checking on the online farm database, following up with farmers where required to resolve issues
- Carrying out data entry inputting occasionally, to ensure all data is captured on the online farm database
- Liaising with internal veterinary, account management and IT colleagues to ensure any queries coming into the office are responded to in a timely manner
- Answering phone calls, mainly from farmers about their customer requirements relating to data submission or welfare standards

Key Skills

The following skills would be required for this role

- Experience within the livestock agriculture sector
- Good communication skills, able to liaise with a variety of colleagues and stakeholders, including farmers, vets, account managers and IT developers
- Dynamic individual who enjoys working as part of a team to complete tasks and deliver on projects for key clients
- Capable to work independently and confident in decision making
- Adaptable and agile, able to work across different projects at the same time
- Good attention to detail, ensuring a high-quality standard to all work delivered
- Proficient with basic Microsoft programs including Word and Excel

Package

We offer a competitive salary, with 25 days paid annual leave in addition to public holidays and enrolment onto the company workplace pension scheme.

Further Information

For further information on the role please call Helen Wilson on 01768 868472. To apply please email your CV and a short covering letter to helen.wilson@mapof.ag