



Job Vacancy: Agri-Data Admin Assistant

Location: Penrith, Cumbria

Salary: £26,000 - £28,500 dependant on experience

Hours: 40 hours per week

Are you passionate about the future of sustainable agriculture? Map of Ag is looking for a dynamic individual to join our team in Penrith. As a valued member of our team, you'll collaborate with colleagues from different departments and farmers across the UK to deliver impactful projects that make a difference in the industry.

This position offers a very good opportunity for career progression with a growing company.

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 Agri-Data 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 of greenhouse gas emissions across six supply chains for a big-four supermarket or calculating insights around animal health & welfare for a major milk processors.

Job Role

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

- Collating and monitoring health & welfare and sustainability data from livestock and arable farms across the UK
- Carrying out data entry inputting occasionally, to ensure all data is captured on the online farm database for
- Liaising with internal project management, IT, sustainability and veterinary colleagues to ensure any queries coming into the office are responded to in a timely manner
- Completing data quality checking on the online farm database, following up with farmers where required to resolve issues
- Communicating with relevant parties via phone and email, for example requesting information from farms, or responding to questions from farmers
- 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
- 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
- Dynamic individual who enjoys working as part of a team to complete tasks and deliver on projects for key clients
- Sense of humour and appetite for learning
- Excellent attention to detail, ensuring a high-quality standard to all work delivered
- Good communication skills, able to liaise with a variety of colleagues and stakeholders, including Farmers, Account Managers, IT developers and Vets.
- Adaptable and agile, able to work across different projects at the same time
- 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