

Job Vacancy

Role: Agri-Data Admin Assistant *(with great opportunity for career progression)*

Location: Penrith, Cumbria

Salary: £26,500 - £29,000

Hours: 40 per week

Map of Ag is looking for a dynamic individual to join our team in Penrith. The successful person will be part of the team delivering impactful projects that make a difference to sustainable agriculture across the UK.

If you are passionate about the future of sustainable agriculture join the team at Map of Ag, an innovative agricultural data connectivity and insights business.

As a valued member of our team, you'll collaborate with colleagues from different departments and farmers across the UK. You'll be working at the heart of the food industry, helping to meet the growing demand for our products and services, building resilient, sustainable supply chains with our customers.

Examples of Map of Ag's industry leading projects include 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 processor.

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

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, sustainability measures or welfare standards

Key Skills:

The following skills would be required for this role

- Dynamic individual who enjoys working as part of a team to complete tasks and deliver on projects for key clients
- Excellent attention to detail, ensuring a high-quality standard to all work delivered
- Sense of humour and appetite for learning
- Good communication skills, able to liaise with a variety of colleagues and stakeholders, including Farmers, Account Managers, Sustainability Consultants, 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
- Knowledge of the agriculture sector

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

To apply, please send through your CV and a short covering letter to the email address above.