

Job Title: Technical Analyst, International

Based at: Las Vegas, NV

Job Purpose: Enter data to CDMS databases in accordance with company and department procedures. Review data for completeness and accuracy.

Key Responsibilities and Accountabilities:

- 1) Enter data from source documents to computer database following on screen format
- 2) Review, dissect, and compare source documents for data entry
- 3) Combine and rearrange data from source documents where required
- 4) Review data for accuracy and completeness
- 5) Store completed documents and data files in designated locations
- 6) Respond to requests for information and access relevant files
- 7) Comply with data integrity and security policies
- 8) Other job related duties, as assigned

Skills Required:

- Familiarity with various word-processing software and database programs
- Ability to learn to operate proprietary software programs
- Accurate keyboard skills
- Knowledge of spelling, grammar, and punctuation
- Knowledge of clerical and administrative procedures
- Ability to adhere to confidentiality standards
- Interact and maintain good working relationships with coworkers
- Communicate efficiently and effectively both verbally and in writing
- Follow instructions provided in verbal and written format
- Carry out multiple tasks and meet deadlines
- Pay attention to detail

Experience and Skills Desired:

- Familiarity with data entry, data management and/or databases.
- Interest in agriculture, agronomy, pest management, chemical and molecular toxicology, plant toxicology, soil health, U.S. and international government policy as related to agriculture.
- College degree and/or college-level course work in agriculture, agronomy, biology, chemistry, environmental science, or similar fields.

Travel Required: Some, including air travel

Compensation: DOE plus a competitive benefit package

To Apply: Please send cover letter and resume to hr@cdms.net and include "Technical Analyst, International" in the subject line.