P.O. Box 510

804 Highway 15 West

Northwood, ND 58267

**NORTHWOOD, ND – AGVISE LABORATORIES, Data Entry Operator**

AGVISE Laboratories in Northwood, ND is now hiring for a Data Entry position. This is a full-time hourly position including benefits such as vacation and sick time, health insurance, profit sharing, and participation in AGVISE’s ESOP. AGVISE Laboratories is an employee-owned agricultural testing laboratory and has been leading the industry in the analysis of soil, water, plant tissue, manure, and fertilizer for more than 45 years. Our team provides quality results and technical support to agricultural producers, crop consultants, agronomists, and researchers. This position is located at our Northwood laboratory. Applications can be found on our website <https://www.agvise.com/work-for-us/>.

Primary responsibilities include**:**

* Transferring paper copy information into computer
* Proofing information entered into computer
* Sorting and Filing paperwork
* Preparing spreadsheets
* Sort and prepare soil & plant samples for sample layout

Applicants should have the following qualifications:

* Ability to work in a professional manner
* Work well with other employees
* Attention to detail and communication skills
* Basic computer skills – proficient in Microsoft Excel and Word
* Typing proficiency
* Capable of managing time well and task orientated
* Ability to work some extended and flexible hours during busy seasons

Please send resumes and application to:

Teresa Fuglestad

Data Entry Manager

PO Box 510, 804 Highway 15 West

Northwood, ND 58267

teresa@agvise.com