



**AgriTech Analytics (ATA)**  
**A division of Holstein Association USA**

**Job Description**

**Job Title:** Dairy Records Processor

**Department:** Application Processing

**FLSA Designation:** Hourly, Non-Exempt

**Job Summary:**

The Dairy Records Processor will be responsible for the accurate and timely processing of test day DHI data. Sources of this data include dairy producers, DHIA labs, and other industry sources. The processor compiles this data into the formats required for records processing. The processor is responsible for reviewing the data, making any necessary corrections or adjustments, and forming reports and files required by the dairy client. The Dairy Records Processor works in a team environment to ensure timely and accurate delivery of the finished product.

**Responsibilities and Duties:**

1. Import data into the ATA records processing system from a variety of sources including electronic transfer, e-mail, and hard copy.
2. Enter data for processing
3. Review the input data to ensure the proper formatting.
4. Reformat any incorrectly formatted data for proper use in ATA's processing system.
5. Process the dairy records using the proprietary software at AgriTech Analytics.
6. Review the data for accuracy through visual observation as well as the data tools available through the processing system.
7. Form reports from the ATA processing system.
8. Make any necessary corrections to the data that has been processed.

9. Work with producers to address problems or concerns, correct errors in reported data, and provide timely information for their management teams.
10. Work with other members of the ATA production team to ensure the orderly flow of data through the system.
11. Work with other ATA employees on special projects when not processing records.
12. Maintain quality certification according to industry regulations

**Job Requirements:**

- Minimum three years' experience in the dairy industry, with strong knowledge of dairy and animal agriculture
- Proficient in computer use, including Windows, Microsoft suite, and text editing programs
- Strong oral and written communication skills
- Effective time management and organizational skills
- Ability to manage multiple projects effectively
- Ability to complete assignments following established timelines
- Ability to work Saturdays every third month
- Associate's or Bachelor's degree preferred

Send cover letter and resume to Kim Rodriguez at [krodriguez@agritech.com](mailto:krodriguez@agritech.com).