



Position:

Beef Verification Assistant

Location: Castle Rock, CO HQ

Roles and Responsibilities:

- Specialize in data entry and quality assurance for EID tags, including order collection, order entry and distribution to tag manufacturing partners, order tracking, inventory reconciliation, and associated accounting processes
- Coordinate EID tag related activities with Regional Managers
- Assist the Verification Team in answering phones and directing client inquiries
- Perform phone audits and records review functions for cow/calf clients as necessary
- Other duties as assigned

Required Skills & Experience:

- Livestock and/or Agricultural background and experience (beef focus with an emphasis in the cow/calf sector)
- Bachelor's Degree in Animal Science and/or related agriculture field preferred
- Excellent knowledge of Microsoft Office
- Detail oriented with the ability to multi-task and manage priorities effectively and efficiently
- Sense of urgency towards customer service and task management
- Strong aptitude for professionalism and courtesy
- Self-motivated with a proven work ethic and the willingness to learn
- Must have a positive, solution-oriented attitude and be a team player

Working Conditions: This position is located in our Castle Rock, Colorado headquarters with no remote possibility. Working hours are Monday through Friday from 8am to 5pm, with additional hours possible. Additionally, due to the nature of the information handled within this position, complete confidentiality, and refrain from conflict of interest is demanded, and failure to adhere to these requirements is a terminable offense. We are a company that encourages self-starters and we reward highly motivated employees. There is opportunity for growth within this position for the individual who consistently excels in their performance.