



## DATA SPECIALIST

Are you ready to join a fun and adventurous team of professionals? Do you love working with data?

Delta Waterfowl is hiring a full-time **Data Specialist** in our Bismarck, ND office. This new position will perform a variety of data entry duties, primarily focused on entering, updating, and monitoring all types of our organizational data. Essential functions include:

- Enter information into our system in a timely and accurate manner.
- Create and maintain records and paper files.
- Process member updates as needed.
- Share information updates with team on a regular basis.
- Create and run data reports as needed.
- Perform general administrative duties for the Development Department.
- Provide back-up to telephone and mail processing functions.

### REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made and will be considered on a case-by-case basis.

1. High school diploma or equivalent and at least one year of related experience in a data entry role.
2. Excellent alphanumeric entry skill with low error rate.
3. Must be able to prioritize responsibilities in a fast paced environment
4. Must work well with the general public and in a team environment
5. Strong organizational skills and ability to effectively manage data.

### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee requires dexterity in using telephone, computer keyboard, mouse, calculator and other office equipment. The employee is regularly required to stand, walk, and navigate stairs. The employee must lift and move up to 30 pounds. Vision abilities required by this job include close vision, depth perception and ability to adjust focus.

### APPLICATION PROCEDURES:

Please send a cover letter, resume, two professional references, and wage history to [jobs@deltawaterfowl.org](mailto:jobs@deltawaterfowl.org) to apply.

Delta Waterfowl Foundation is proud to be an equal opportunity employer.