



Example of Field Assistant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of field assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for field assistant

- Operate and maintain machinery such as
- Operate and maintain seed processing equipment such as
- Assist with all field activities including but not limited to
- Assist with all seed conditioning and processing activities including but not limited to
- Oversee hand harvest under direction of supervisor
- Understand and follow all RMS and Safety Protocols
- Use precision agricultural tools such as GPS, GIS (AgStudio with RPG)
- Work with other groups at station as needed to ensure success for all
- Collect accurate and precise data
- May request, purchase, and inventory supplies

Qualifications for field assistant

- Applicants must currently reside in Italy and have an active SOFA status
- High school diploma or GED equivalent is required Must have prior experience as an executive secretary
- Prior experience with customer service or customer contact is required
- Intermediate level skills with MS Excel such as freezing/unfreezing panes, hiding/unhiding data, setting print titles and page breaks, linking workbooks, creating external links, re-directing links, customizing toolbars and menus, protecting a worksheet, filtering options, and chart formatting options

drag/drop, copy/paste, rename, delete, recycle bin, and my computer

- College coursework or degree preferred