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# Example of Coordinator, Data Job Description

Our company is searching for experienced candidates for the position of coordinator, data. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, data

* Research legacy data and photographs to compare similarities and differences, document findings
* Identify and alert unique characteristics and report back to primary customer through reporting chain
* Organize data in logical ways for Analysts to subsequently search
* Maintain client unemployment contact names, telephone numbers
* Organize and attend project meetings and takes meeting minutes
* Liaison between other MD-X departments and Data Processing and Analysis Group
* Guarantee timely delivery of quality data transfer files and customized shipping manifests for clients
* Perform pre checks and integrate any affiliate and/or third party lab data to the database
* Assist study data managers with loading raw data pull to database especially for Phase I studies to ensure both quality and integrity of data
* Routinely communicate with site support and provide edit check reports to ensure the database is reflecting clean data

## Qualifications for coordinator, data

* Prior experience creating, updating and modifying MS Project plans
* Adaptability and versatility of facilitation skills to effectively lead the discussions
* Ability to collaborate across many levels within a team, organization and client
* Associate’s degree in relevant discipline or equivalent experience
* Knowledgeable of MS Office Suite
* Active DOD TOP SECRET Required