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# Example of Coordinator, Data Job Description

Our growing company is looking to fill the role of coordinator, data. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for coordinator, data

* Monitor material master workflow
* Analyze material master data for completeness
* Prepares and presents reports, including status of ECN’s that are pending implementation and material disposition ECN implementation audit Results
* Maintain daily revenue and operational KPI reporting from multiple advertising network web platforms on a daily basis and consolidate the different reports into a master file
* Ensure consistent data quality across our advertising network performance reports
* Additional tasks may include provide assistance in analyzing the advertising data to inform decisions about daily operations
* Role may also require researching recent trends in the mobile advertising industry, ad tech industry, and mobile games industry
* Draw up and supply the Datasheets /Rationing tables/density to produce new product packaging and support claims
* Oversee development and review on all external laboratory study-related documents
* Researches, analyzes and reports TJC results to Leadership Team including annual update comparisons and update of AMP Software

## Qualifications for coordinator, data

* 3 years of experience in clinical records/data processing/medical transcription setting
* Associate’s Degree or higher in any field or two years’ experience in a medical or clinical environment
* Strong sense of urgency and ability to meet deadlines in high-stress environment
* Lifting, walking, sitting, standing– normal office hours/day
* Experience with Windows and SAP
* Comfortable in database systems