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# Example of Data Controller Job Description

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

## Responsibilities for data controller

* Identify areas for optimization and simplification and drive changes proactively
* Define IT requirements for system and process improvement
* Create master data based on authorised business requests
* Work independently on problem solving and suggested solutions
* Prioritize workload from a tracker, completing tasks in a timely manner
* Maintain optimal level of communication and follow-up with internal/external customers
* Responsible for researching and acquiring information necessary for writers and illustrators to produce accurate, high-quality products
* Must be a self-directed highly organized professional, able to work on multiple projects with multiple priorities and deadlines
* Must have knowledge and understanding of source data (Engineering specs, parts lists, drawings, AEM’s, and ancillary)
* Performs any other duties and/or tasks that may be assigned to him/her on an as needed basis

## Qualifications for data controller

* Ideally Master Degree in Business Administration with focus on Controlling
* Conceptual and structured work style with a strong sense for prioritization
* Creative thinker with process and technical affinity and excitement about IT Solutions & technologies
* Strong English and German language skills are both required
* Demonstrated energy and drive to make a difference in the data role
* Strong MS Word and Excel knowledge