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# Example of Data Controller Job Description

Our innovative and growing company is looking to fill the role of data controller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data controller

* A good understanding of ERP systems (preferably BPCS)
* Knowledge of the businesses reporting systems desirable
* Study and take follow up actions on all NOTAM class one, weather informations affecting Company operations
* Update Company NOTAMs and CFD appendix thus ensuring operational information provided to crew is current
* Investigate and take follow up actions on crew reports relating to discrepancy of aeronautical information
* Maintain the computer system database for the provision of class one NOTAMs and weather reports for each flight
* Research the aeronautical information for the feasibility study of Company’s new on-line ports, new services or chartered services
* Perform Flight Dispatcher duties as required and to participate in projects as directed by FDM
* Serves as an Subject Matter Expert (SME) for Essbase and its use in specific functional aspects of business management reporting and system processes with working knowledge of its application in other areas
* Provides end user support for questions and issues related to the financial

## Qualifications for data controller

* Proven track record in delivering accurate and reliable outputs
* Strong communication skills, able to clearly and concisely explain processes or reasons for data request rejection
* Experience of working in a complex cross-functional or multinational environment would be an advantage
* Fluent English & Spanish language knowledge
* Ability of working in a complex multinational environment
* Continue to uphold data validation of all the above reports / tools before publishing them