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# Example of Data Coordinator Job Description

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

## Responsibilities for data coordinator

* Outbound calls to customers are necessary to verify data and ensure we are meeting customer expectations
* The role holder will run reports from the system and produce spreadsheets
* Ad hoc order taking may be required to support the inbound sales team
* Maintains and modifies departmental intranet and its contents, including creating and maintaining team websites
* Enforces, manages and maintains the asset management process supporting the Retail Management System (RMS) solution
* Ability to package, process, and modify data through manual processes system tools
* Demonstrate ability to solve data and process problems impacting client applications including but not limited to identify missing data, data anomalies, data disparity, invalid information error reporting from internal or commercial systems
* Provide guidance and expertise to stakeholders and business groups on document capture, and Optical Character Recognition software
* Running reports and combining/compiling data for team to analyze
* Data entry into the studio rights and windowing systems

## Qualifications for data coordinator

* Must be able to multi-task and prioritize, with demonstrated experience working with deadlines
* Able to work in a large team environment and build cooperative, collaborative relationships with field teams
* Able to present information and training in a team setting
* Demonstrated drive and determination to achieve success
* Ability to manage multiple projects and/or assignments concurrently
* Cross/multi-functional understanding of industry, company and products to enable identification of assumptions and events, and qualification of related risks and opportunities