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# Example of Data Integrity Job Description

Our innovative and growing company is hiring for a data integrity. 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 integrity

* Define, design and monitor the data maintenance processes and assure that the information is transmitted to the relevant stakeholders
* Ensure a good contact between the different stakeholders (PLMs, planners, IT…)
* Support the Business Units by maintaining the item numbers, financial flows and cost structures to facilitate the business processes
* Support Supply Chain by maintaining and challenging scheduling related master data like planning policy, yield, Neff, package name, asic/ asp checks
* Assist the Industrial planner by setting up new production processes ( new subcontractors, change of probing or final test site, upgraded software, new hardware items like EVBs…) within the supply chain
* Assist the Customer Relations Lead in the analysis of customer data
* Reviews the At-or-Near Expired Report to ensure all call attempts have been made and escrow payment information has been obtained to ensure payment is processed timely
* Reviews the Follow-up Database and Reconciliation Database to ensure the loan is processed correctly to include, but not limited to, researching, making additional outbound call attempts, obtaining payment information, contacting the client, opening a task on FiServ or WebServices, contacting the client for additional information, and the like
* Maintains the service level objectives for all task/CIT received from clients to include opening, researching, and closing of each task/CIT request
* Processes Escrow Rush payment requests received by email or WebServices Task function

## Qualifications for data integrity

* Experience with Hyperion Planning, EDW, E1, SAP or similar systems are considered an advantage
* Natural bias towards continuous process improvement
* 1-3 years’ experience in proofreading, copy editing and/or content review
* Additional European language skills are advantageous
* Minimum three years customer service experience to include two years of lead or supervisory experience required
* Minimum one year experience in the 9-1-1 or public safety industry preferred