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# Example of Data Management Associate Job Description

Our company is looking to fill the role of data management associate. 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 management associate

* Ongoing maintenance of client information
* Use your inquisitive mind set to understand and analyze industry regulation, understand financial products and financial markets
* Leverage your quantitative skills to perform business analysis and manage projects, identify and mitigate risks, identify inefficiencies and propose solutions, understand operational problems and be able to offer solutions
* Gather, analyze and present data for RFPs, Requests for Information (“RFI”), Due Diligence Questionnaires (“DDQ”), and investment industry databases in support of Guggenheim’s business development efforts
* Develop strong working relationships with operations, sales, client service and investment teams to produce effective, timely and accurate deliverables while maintaining data integrity
* Individual will be responsible for ensuring the quality of portfolio and hedge fund terms entered in to proprietary systems
* Collecting, organizing, reviewing, and extracting valuable information from multiple data sources
* Ongoing maintenance of specific risk and research required attributes
* Follow-up with individuals responsible for specified attributes or documents under the control of this function
* Designing reports that will monitor systems, capture missing data, inconsistencies and/or timing breaches

## Qualifications for data management associate

* The various application development (AD) teams within Compliance Technology
* Strong experience with SQL programming preferably on Oracle
* Strong proficiency with MS Office and SQL
* 3 or more years of experience in Operations, Financial Services industry and/or Management Consulting
* Bachelor’s degree in Business, Engineering or Information Systems, or a related discipline
* Legal or Para Legal educational background