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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

* Collect and prepare data quality issues metrics for project and management reporting and data quality working groups
* Communicates directly with potential new distributors to facilitate accurate paperwork and ensures complete set up within system
* Ensures accurate period end reporting relating to key route attributes
* Generates and distributes standard reports
* May provide technical assistance to others
* Thoroughly review technical product data provided to ensure alignment of data provided by Product Developer, Labeling, and QA to minimize risk of inaccuracy and delayed timelines
* To maintain internal systems (SAP, Product Vision) quality finished good data (allergen, kosher, sensitivity, Inspection types, positive release, lot code information, Inspection plans, etc) and with technical product knowledge, understand the impact and next steps on any product data changes
* Responsible for completing customer surveys and populating customer databases (approximately 15-20 databases) accurately and timely
* Manage & maintain numerous customer databases and customer surveys by keeping all quality data current and accurate
* Create specifications for new finished goods

## Qualifications for data management associate

* Previous experience with systems in the market place
* Client Data Quality Assurance
* Workflow Process Creation and Maintenance
* Client Data Integration
* Hierarchy Dimension Maintenance
* Minimum 3 - 5 years' experience with pharmacy sales, invoice and/or chargeback data