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# Example of Data Management Job Description

Our company is hiring for a data management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for data management

* Designs and maintains new and existing reports in MS Excel, MS Access and other software systems
* Manage collection of data, making sure that the timetable is met by local markets, providing them support on queries regarding the month-end closing process or content of the reports
* Collect and aggregate KPI reports, consolidate them and ensure compliance between various systems
* Maintain and develop related reporting tools and documents
* Test the usability of reports
* Ensure the accuracy, standard outlook and reasonability of reports
* Follow up the reporting timetable to ensure that all reports are prepared according to due dates
* Manage the open data effort including coordinating how we offer APIs and create internal data products
* Improve how the organization collects, uses, manages, and publishes data
* Lead the organization efforts to track data collections, data purchases, databases, physical data models, and linkages between datasets

## Qualifications for data management

* Broad knowledge and understanding of the drug discovery and development process, clinical trials and the pharmaceutical business
* Basic understanding of information technology and how technology solutions can be applied to increase productivity and quality of data management
* Understanding of human and organizational behavior dynamics
* Knowledge of effective communication strategies and how to impact and influence others
* Knowledge of current Good Manufacturing Practices (cGMPs) and Good Laboratory practices
* Working knowledge and proficiency with Microsoft Office software