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# Example of Data Processing Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of data processing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for data processing

* Perform Data Mapping Assessments with Application Owners and Technical Teams
* Articulate the need for and benefits of data privacy to both IT and the business
* Transfer data from local complaint database to global system
* Assist in retention sample maintenance
* Categorize and process data
* Interact with Data Delivery and Data Analysis clinical teams, Biostatisticians, Medical Writing and Electronic Data Capture (EDC) vendors
* Provide guidance and expertise to the IDAR teams using data processing solutions
* Share expertise to support the clinical data delivery and analysis teams and Clinical Research Organizations (CROs) by organizing trainings, Question and Answers sessions, and organizing direct support when needed
* Deliver on medium complexity projects
* Identify and participate in process, system, and tool improvement initiatives

## Qualifications for data processing

* Demonstrated experience performing source data analysis, data discovery and data profiling
* Proven success working in Tableau, Alteryx, SAS, SPSS or the equivalent a plus
* Understanding of HR tools and processes(SAP, Taleo ), while coaching the team to develop this understanding and knowledge
* Monitor and complete all data extracts/downloads or adhoc data requests in a timely manner and on an expected schedule, communicating any challenges/roadblocks
* Interface with other analysts/project managers on the team and other departments to ensure data requests are completed as desired
* Understand and be able to manipulate data to file specifications for submission of data to clients or internal business units