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# Example of Data Research Job Description

Our growing company is hiring for a data research. 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 research

* Train and oversee technicians as determined by the Principal Investigator
* Perform other duties as assigned by the supervising principal investigator
* Maintain the Child Abuse Clinic’s patient charts, reproducing and distributing information to hospital billing and records, law enforcement and child protective services in a timely manner
* Research and validation of data used in fundamental data calculation
* Assist Index Manager to launch the index by supporting their needs regarding fundamental calculation and End-of-Month (EOM) file creation
* Formulating replies for all client queries on fundamental data & GICS
* Research on companies to assign appropriate industry classification
* Research and validation of dividend data of stocks that could be part of Dividend Indices
* User Acceptance Testing (UAT) of various releases across platforms for enhancing efficiency
* Assist team members in proposing work flows that enhance the data validation process

## Qualifications for data research

* Consult with Research Teams and Operations on data acquisition ideas and requests
* Collaborate with Operations on scope and requirements for data acquisition and tools
* Collaborate with IT on data file storage and hardware/software/SAAS use
* Collaborate with Compliance and Operations on data acquisition, collection and use practices
* At least two years in a fast-paced, demanding, data entry intensive environment
* Solid organizational skills, superior telephone communication abilities, patience and focus, attention to detail