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# Example of Data Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of data supervisor. 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 supervisor

* Actively identify staff training needs to ensure the team is able to competently complete their tasks and provide team coverage
* Provide support and expert cover for the administrators’ processing/responsibilities when required to ensure all urgent outstanding work is completed
* Schedule and chair team meetings, ensuring all action points are recorded and actioned
* Ensure the accurate daily completion / authorisation of all tasks on the Data Management checklists
* Ensure the satisfactory resolution of all requests
* Undertake monitoring / correction of all security static data, nominal transaction posting when moving client positions, which adversely affect valuations
* Proactive correction of all Milvus and AAA data that effects valuations and the accurate and timely upload of all data files into Online Services
* You will ensure the accurate daily synchronize of our databases with Interactive Data, monitoring of their data accuracy and maintenance of our FTID error log including satisfactory resolution
* Active identification and fix of all reoccurring incorrect data, reoccurring problems and query trends, advising the Manager accordingly
* Undertake filing / archiving

## Qualifications for data supervisor

* Hands-on experience with web analytics platform(s) (Webtrends, Omniture, Unica, Google Analytics)
* Experience with multivariate and experimental test platform(s) (Test&Target, Optimost, Visual Website Optimizer)
* Must have a knowledge of global compliance requirements
* Must have a strong knowledge of applicable technology, databases, and I-9 employment verification
* Must have 4+ years of experience in an HR role within a retail environment
* Previous Experience in Lawson HRIS is highly preferred