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# Example of Data Supervisor Job Description

Our growing company is looking to fill the role of data supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for data supervisor

* Engage, develop and motivate Associates while ensuring morale is at a high level through appropriate interventions, such as probationary reviews, performance goal setting, and frequent and candid conversations in order to drive high performing individuals and teams
* Follow corporate audit guidelines to ensure SOX compliance
* Manages the maintenance of all hardware in the Distribution Center including tracking, reporting and resolving network and equipment related issues
* Communicates and recommends systems changes to support the Distribution Center Management
* Executes the ongoing preventive maintenance and inventory of all system related equipment
* Participates in system related projects coordinated by Home Office
* Oversees all Systems Support activities including, but are not limited to, SCAN warehouse management system, Sortation Systems, Voice Systems and Labor Management Systems
* Manages the timely reporting, escalation and resolution of all system related issues
* Manages the coordination of implementations of all systems changes, new hardware and software, and information technology fixes
* Manages SCAN user accounts, access levels and permissions, user roles, groups and structure, and other server-based tools

## Qualifications for data supervisor

* Experience in setup and manage Microsoft Server products such as MSSQL, IIS, FTP
* Perform findings follow up tasks with management
* Add value through consultative interactions with business line management
* Four to Six years' experience in the field of Data Display and Product Analysis or related field is required
* 3+ years' experience with Avaya Communication Manager preferred
* 4-7 years' experience in design and implementation of call center call routing preferred