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# Example of Data Support Job Description

Our growing company is searching for experienced candidates for the position of data support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data support

* Research company records in support of company’s Office of General Counsel, Finance, and other business units
* Prepare status reports, as assigned
* Maintain files and Perform other duties as assigned
* Drive large strategic projects using talent on team, contractors and other resource to building a Product Management Datamart to support various parts of USCM Product Management
* Manage highly technical, medium size team members to build, support and execute various data process to build out data models
* Implement strategies and plans created by Senior Leaders and/or Executives
* Work with direct reports to identify strengths and development needs, regularly discuss progress on development plans, and encourage career development activities
* Encourage, support and act on results of problem-solving initiatives intended to improve work processes and outcomes
* Champion change initiatives, support people through transition
* Perform screening and creation of customer account data globally (ensuring database integrity and maintenance of our new & existing customers across our eco-system (SalesForce.com, Siebel, Oracle, Qlikview)

## Qualifications for data support

* Expert Level in MSSQL – Ability to write complex queries, scripts, procedures and query optimization
* General aptitude with numbers and ability to complete basic calculations
* Ability to work fast with a high degree of accuracy
* Attention to detail and great personal organizational skills
* Associate’s Degree is Information Systems, Physics, or similar field (or equivalent in experience)
* Experience with any industry leading DCIM tool will be a plus