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# Example of Enterprise Data Office Job Description

Our growing company is hiring for an enterprise data office. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for enterprise data office

* Stay current and informed on emerging technologies
* Manage data asset teams supporting Commercial Lines, Claims, Actuarial and Enterprise business functions
* Manage data asset teams supporting Actuarial and Research business functions
* Accountable for meeting the data needs for the business lines, across Invest and Maintenance
* Efficiently manage the delivery and support processes across employees and vendor partners
* Interpret, analyze, and gather additional information related to requirements and specification documentation in order to develop user acceptance test documentation including test plans and detailed test cases
* Develop, document, track, and communicate as needed/requested test summary reports including test plans, test cases, testing results, testing analyses, and unresolved problems
* Conduct and/or represent Enterprise Client Information Services (ECIS) in meetings, including Core Team Meetings, Testing Meetings, Defect Meetings
* Develop/maintain expert knowledge of assigned computer applications, software, host systems, and other related applications, such as third party vendors, operating in the same or integrated environments
* Serve as lead Analyst on assigned projects and corporate projects

## Qualifications for enterprise data office

* High degree of curiosity and eagerness to learn about the shopping center and retail businesses, and about data, analytics and research
* Proven track record as a results-oriented IT leader that collaborates well with business leaders and manages outcomes holistically and accurately
* 10+ years of building and/or managing large scale data assets
* Proven track record as a results-oriented technology leader that collaborates well with business leaders and manages outcomes holistically and accurately
* Must have Bachelor’s in Computer Science or related field
* Must have 5 years of progressive experience in IT Analyst/Consulting positions performing testing, quality assurance and project management processes and system analysis