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# Example of Information Management Specialist Job Description

Our company is looking for an information management specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for information management specialist

* Resolve non-technical issues related to the HR applications (ej
* Escalate technical system issues and required improvements to relevant IS team
* Be responsible for Manage Change - Work closely with HR Systems project teams applying common methodologies and practices across different projects, develop change management plans, stakeholder and impact assessments for HR Services
* Act as custodian of HR systems knowledge across HR Services by keeping updated the related training materials
* Support initiatives related to HR data protection, compliance and controls
* Working independently and helping GMID regional teams in month end close process
* Running and distributing month end report books and produce the weekly reports for key hotels
* Running the hotel ROY forecast process, Long Range Fcst, on a periodic basis, including data collection and validating data to source systems and reviewing data quality
* Providing data extracts to hotels for use in their EFPM forecast and handing EFPM testing as & when required
* Review, validate and authenticate all accounts for, Morgan on-Line, and Maintenance forms for completeness and accuracy

## Qualifications for information management specialist

* Strong data analysis skills/experience are preferred
* Must have attention to details, excellent organizational skills, and a sense of urgency
* Two years of experience providing financial data management services to clients on behalf of a global consulting company
* Graduation from a four-year college or university with a degree in computer science or related field
* Bachelor Science in a relevant scientific or technical field
* Two to four years of pharmaceutical industry experience