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# Example of Management Information Systems Job Description

Our growing company is hiring for a management information systems. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for management information systems

* Provide support, direction and coaching to subordinates in the areas of training, disciplinary action, problem resolution, and work assignment delegation
* Prepare reports for management on information systems plans, projects, performance and related matters
* Provides advice on different EHS&S Information Management Systems (EMIS), particularly Enablon, in response to specific data, organizational and operational requirements
* Various table Clean Up
* Resolve conflicts on file loads
* Validate and obsolete accounts from the Chart of Accounts
* Set up/Changes on purchase requisition access
* Answer HelpDesk tickets for Accounting and Purchasing
* Report Documentation for Cognos
* Report Comparison/Validation for Cognos Upgrade

## Qualifications for management information systems

* Nabsic coding preferred but not required
* Intelex, SAP EHSM, opsInfo™ (opsEnvironmental™), Essential Suite®, Syntex IMPACT ERM® Suite, Enviance®, or other EHS&S software systems knowledge and experience a plus
* Five (5) years working in IT field
* Bachelors degree in computer science, math, engineering or related discipline appropriate to the position
* Four years experience as a knowledge manager
* At least ten years’ relevant professional experience – at least eight years gained in developing countries