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# Example of Management Information Job Description

Our innovative and growing company is searching for experienced candidates for the position of management information. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for management information

* Profile data sources using SQL and other data discovery tools in support of data quality analysis and business intelligence design efforts
* Maintains professional and/or technical knowledge by attending educational workshops and online classes
* Maintains system protocols by writing and updating business processes and procedures
* Prioritizes, improvises, and adapts global MIS design to address changing global health and medical product purchasing business models and issues
* Provide business and data analysis reports to support the remit of RIS using a range of software packages
* Liaise with management information customers both external and internal to the Department in order to understand their information needs and develop detailed management information reporting requirements (including University wide programmes such as, but not limited to, the Research Data & Information Management and Business Intelligence programmes)
* Support RIS management in responding promptly to the requirements of University senior management (University Executive Board)
* Develop, publish and maintain approved standard and ad-hoc report templates and associated technical documentation to meet the Department’s and customers’ requirements using a range of software packages
* Ensure the efficiency, quality, integrity and security of University and RIS’ management information reports and reporting mechanisms
* Review and maintain relevant up-to-date supporting user documentation, forms and intranet pages

## Qualifications for management information

* Minimum 3 years of experience developing, maintaining, and implementing information and data analysis and management system
* Experience in data management (data sourcing, data storing and data delivery) and analytical capability
* Understanding of metadata models, taxonomies and ontologies
* 1-3 years of experience working with relational database management systems
* 1-3 years of experience working in a windows networking environment
* Clear and consistent documentation habits