



Example of Client Data Services Job Description

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Our growing company is looking for a client data services. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for client data services

- Frequent interaction with the client, with offshore team
- Responsible for daily service delivery, service levels and contractual performance standards as it pertains to Data Management functions
- Works on collecting requirements and updating business requirement documentation for new and existing production processes
- Troubleshoots production issues when needed
- Creates and executes test cases to validate changes requested to new or existing production processes
- Provides the necessary support in performing research and analysis based upon business team or client requests
- Good knowledge of the fundamentals of Anti-Financial Crime and Know Your Customer business regulations
- Experience of the design and delivery of technical training to different cultures and both Client face and operational staff
- An ability to understand complex topics and distil information effectively
- An understanding of the dynamics of financial regulation

Qualifications for client data services

- Must have experience working with senior stakeholders and presenting in various forums
- Assist to develop and document end-to-end roles and responsibilities,

- Bachelor's degree in business, accounting, mathematics or IT, or equivalent experience
- Three years of pension/retirement industry experience, including work with data systems
- Experience with plan conversions
- Knowledge of PARIS database systems and table structures