



Example of Data Associate Job Description

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Our growing company is hiring for a data associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for data associate

- Data Entry from Spreadsheets into the Clarity Project Management Tool
- Performing user acceptance testing of changes to the SOX Periodic Tool called ATLAS and company's Change Management System
- Formatting and re-formatting spreadsheets
- Entering bulk uploads into Atlas
- Contacting Key Account Manager and/or customer for required information
- Documenting all activities in Salesforce
- Cleaning and converting multi-recipient orders
- Working closely with Key Account Managers and BGS sales administrators
- Aid the transition into a new electronic health record
- Learn both old database and new system for proper entry

Qualifications for data associate

- Enter information from one internal electronic database into the new electronic health record for all active clients in the preventive and evidence based programs
- Perform up keep on the client lists in the new database until program staff has taken over responsibility
- Handle data entry deals with confidential client information
- Strong conceptual understanding of data modeling, design, architecture principles
- Experience with ETL process design and administration
- Review and cleansing of new account data