



# Example of Data Collector Job Description

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Our company is growing rapidly and is looking to fill the role of data collector. 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 data collector

- Ensure that customers are methodically followed up and that all communication is according to departmental procedures
- Following through with customers until full data received
- Ensure customer satisfaction and excellence of service at all times while still focusing on attaining the required number of datasets
- Ability to maintain an active pipeline and demonstrate progress for each account on a weekly basis
- Developing, planning and maintaining detailed schedules for an OCONUS team of up to 90 technical employees in eight different locations in the middle east
- Ensure schedule is integrated across program and department functional groups to ensure immigration, medical and deployment training has been completed to ensure schedule is maintained
- Assists in facilitating weekly manning status meetings
- Conduct trend analysis and report data, manning shortfalls and requirements and forecast manning impacts to scheduled operations
- Collect data from multiple sources, perform collation, maintain multiple spreadsheets and apply data to weekly, monthly and required products
- All study activities, both in the field and on site at Cultivate Learning, will be conducted in a reliable, valid and confidential manner per human subjects, IRB and existing ELO expectations

- Experience working with children, particularly in high school settings
- Able to lift, carry, and transport up to 30 lbs
- Good command of English and Thai as candidate is required to conduct discussion with English speaking counterparts
- Bachelor's degree in related field with 3 years professional related experience  
-OR - a Master's degree as described with 1 year of professional related experience
- Scheduling experience using Microsoft Project or other related scheduling tool
- Possess excellent computer skills and working knowledge of MS Office