



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. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for data collector

- Completing additional tasks
- Report any unsafe working conditions to the Lead Implementation before the commencement of any work
- Clean and organize storeroom including sweeping and/or cleaning shelves as directed
- Assemble and/or move shelving and cabinets as required to accommodate inventory
- Move inventory as needed to support storeroom reorganization
- De-comingle product, reorganize, redistribute and record movement of the product into the appropriate spreadsheet or system
- Perform data collection consistent with the SOP manual, using the data collection tool
- Perform physical inventory counts, including bin to bin verification, and report stock balance discrepancies to Implementation Leader for resolution
- Maintain close communication with Implementation Leader regarding all customer issues and concerns
- Provide professional customer service to both customers internal and external

Qualifications for data collector

- Be able to work in another district, division or location
- Be able to work outdoors in all weather conditions and may be exposed to

- Be able to safely contend with dogs and insects, carry items, carry a timepiece, use a monocular, walk briskly, walk and balance safely on walls, hear, smell, perceive depth and work with short deadlines
- Master degree in Computer Science, or similar course of studies
- Minimum 3 years working experience at an internet company, OEM or OEM supplier
- Certified engineer in the field of computer science, telematics, information technologies or similar qualification