



Example of Data Coordinator Job Description

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Our growing company is looking to fill the role of data coordinator. 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 coordinator

- May assist with collection and processing of specimens, imaging documents, or other items required for research purposes
- Attend monthly research meetings and oversight meeting
- Maintains databases and shadow charts with source documentation
- Gather, compile and complete quality review and inspection (proofread) of test reports for format, text, and signatures
- Coordinate and align efforts with the alliance project team to ensure that the Wonderware Archestra IDE platform meets Esterhazy's operational site requirements
- Perform quality assurance checks on the Wonderware Archestra IDE platform
- Perform quality data checks to ensure integrity and accuracy of manual entries and daily operational reports
- Provide adhoc data request for operations
- Collaborate with PBU to automate the quarterly business review report
- Create and document a standardized data collection and calculation method of key operational performance metrics

Qualifications for data coordinator

- Looking for a candidate that would prefer an earlier start/end
- Plan and execute change effectively
- Two-year accounting degree preferred

- Familiarity with digital platforms such as Google AdWords, Google Analytics, Facebook Business Manager, Pinterest Ads and Choozle
- Self-motivated to dig in to learn about products, technology, customers, and competitors