



Example of Data Integrity Specialist Job Description

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

- Provide Track-Wise support as per client's quality system
- Participates in meetings, conference calls, and other interactions with clients
- Plan, schedule, coordinate, and document pull points, protocol and report generation, and overall sample management for each stability study
- Data integrity reviews of various types of reports (regulatory, lab notebook, method validation reports, etc)
- Qualify and cleanse a greenfield database by removing duplicate / insolvent accounts and qualifying real accounts for future opportunities
- Undertake contact build and customer data tele-cleansing activities
- Undertake customer profiling exercise through tele-interviewing of contacts to build market intelligence on customer infrastructure, decision making processes etc
- Develop and maintain good understanding of clients business and products
- Develop strong working relationships with appropriate marketing and sales partners
- Identify and uncover opportunities with prospect accounts to feed into the sales team

Qualifications for data integrity specialist

- At least three months of related experience
- Completion of the IFIC Operations course is mandatory within three months
- Must be willing to work overtime as required but especially during the peak

- Minimum 2 years experience in an office environment with customer facing activities, internal or external
- In lieu of experience a bachelor's degree in a business related field will be considered