



# Example of Data Integrity Specialist Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is hiring for a data integrity specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data integrity specialist

- Enters updates to the pertinent insurance data into the computer system in a timely manner ensuring accuracy, completeness, and adherence to department procedures
- A bachelor's degree is required, preferably with undergraduate work in programming and/or statistics
- Excellent verbal and written communication skills with the ability to effectively communicate with a variety of audiences
- Effective problem-solving skills and resourcefulness
- Strong commitment to confidentiality to protect our donor/prospect's highly sensitive information
- Ability to multi-task and manage multiple initiatives with independence, creativity and effectiveness
- New item, brand and attribute creation for Merch, Services, gift cards and non-supply fixtures maintenance for all products within SAP
- Enter cost changes
- Promotional product
- One time buys

## Qualifications for data integrity specialist

- High School diploma or GED and a minimum of 4 years experience in commercial loan operations
- Minimum 2 years' experience in an office environment with customer facing activities, internal or external or additional education in lieu of experience

- Demonstrated understanding of entire Moen product line (includes faucets and parts)
- Able to work in fast paced environment and make timely quality decisions