



Example of Data Management Analyst Job Description

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Our innovative and growing company is looking to fill the role of data management analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for data management analyst

- Ensure Core Data Governance Processes are in alignment
- Provide input to core data governance processes as necessary
- Support meetings, including preparation of agendas, provide meeting notes and action items
- Capture and manage issues resolution and escalation
- Assist the Data Governance / Management Manager with coordination and communication across Data Projects
- Manage analysis activities
- Proficiency working with clients to understand needs and problem areas as it relates to data and data related workflows
- Develop strong working network with solution analysts in business units working similar business problems to seek leveraged opportunities and share best practices
- Assist business analysts in the translation of business requirements to technical requirements
- Monitor and prioritize response to data and database related service tickets

Qualifications for data management analyst

- Work cross functionally with both internal and external business partners to audit and monitor the loading of contracts
- Own and manage all changes to Contract Management and Data Validation

- Must execute job functions in a fast-paced, dynamic environment with a high degree of accuracy
- Minimum 3 years preferred of work experience in related field
- Previous experience developing a working knowledge of multiple new software/systems