Our innovative and growing company is hiring for a data operations. 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 operations

- Examine datasets
- Administrate market data access to internal consumers
- Perform audits and track usage
- Work with portfolio managers and quantitative researchers to optimize the model testing and production framework
- Attend various interdepartmental meetings and pass pertinent information along to data management/operations
- Work in our Data Services Team in San Francisco with team members also in Shenzhen China within our Data Analytics Group
- Support and resolve data issues with accuracy and in a timely manner
- Build and maintain reports and dashboards
- Optimize existing processes
- Work with external data providers and resolve issues raised by client or internal teams

Qualifications for data operations

- Internet research and analytical skills
- Intermediary excel including v look up and pivot table
- Ability to meet aggressive deadlines and work independently in a past paced team environment
- Working knowledge of corporate structure, hierarchies or Dun & Bradstreet a

- Expertise with Microsoft Office (Word, PowerPoint, Excel - expert)