



Example of Data Operations Job Description

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Our 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

- Work with other teams to resolve data processing and/or client issues
- Collaborate with our Research, Risk Support, Product Management and Application Development teams external data providers
- Facilitating a data-driven, statistical approach to problem solving, including gathering, analyzing and reporting data
- Becoming an expert in assigned business processes, including upstream and downstream implications
- Leading and executing process and data improvement projects
- Directing and motivating team to conduct research and analysis to quantify business opportunities and issues- with a goal of developing formal recommendations for presentation to management
- Identifying key customer satisfaction metrics and driving improvement in performance
- Influences all levels of an organization to support projects and/or ideas
- Focus on Automation and Utilizing technology to provide repeatable reporting solutions
- Analyzes population datasets to load-balance assessments over multi-year periods

Qualifications for data operations

- Bachelor's Degree in Computer Science/Electrical Engineering

- Familiar with bash scripting
- 1+ years of experience with Microsoft Office Products (Excel, MS Access, etc)
- Ability to synthesize and present data to client & leaders
- Knowledge of data distribution systems and processes