



# Example of Data Operations Job Description

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Our company is searching for experienced candidates for the position of data operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for data operations

- Ensure special requirement are sent timely to client and relevant parties with 100% accuracy
- Update SOP and Internal Operation Procedure (IOP) to the latest version as provided by OPS (Client) and maintain the copies (all versions) on shared drive
- Ensure 100% compliance with provided SOP and/or IOP
- Inherit the continuous improvement concepts by continuously working to improve productivity targeting to be benchmark for other regions
- Proactively perform the job aiming at ensuring at least the minimum KPI
- Assure proper communication with internal and external customers
- Partnering with Product managers and to a lesser extent, engineering, marketing and sales to identify key questions, issues and hypotheses for data analysis, experiments or predictive models
- Analyzing large volumes of data to discover meaningful insights and trends that can drive product improvements, generate new product features and deliver sustainable lift
- Evaluating A/B tests and other experimental data by leveraging advanced statistical or econometric techniques to measure the impact of new product features or predictive models
- Developing and coding algorithms, pipelines and automated processes to cleanse, integrate and evaluate large datasets from multiple disparate sources

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- Programming or programming languages
  - Advanced exposure to operating system or kernel management
  - System Engineering or advanced System Administration
  - Minimum 1-year experience or ability to show familiarity with building, repairing or upgrading hardware components required
  - Proficiency in R, particularly to prototype mathematical models
  - Proficiency with Tableau, R-Shiny /or other data visualization tools