



Example of Data Quality Manager Job Description

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Our company is growing rapidly and is hiring for a data quality manager. 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 quality manager

- Organizes and execute cross functional process reviews to drive leverage and discipline in the end to end order creation process
- Identifies, develops and reports key operational metrics that build a foundation for continuous process improvement
- Monitor and evaluate cross brand process variations for alignment opportunities and recommend consistent solutions
- Document and analyze workflow steps to identify opportunities to automate and streamline Master Data processes
- Work with Director of Ops in gathering marketing team reporting requirements, assisting in dashboard design and outlining a strategic view for B2C subs reporting
- Work with the Director of Ops in reviewing B2C data quality, issues around data capture and contact rates and in driving a rolling programme of improvements that will maximize customer contact and assure data quality
- Build business cases for functional improvements that will drive the above (either through data tech, product team or third parties where relevant)
- Driving continued development of the B2C data cubes (digital ('Finance') cube, digital attrition cube and print cube) to include new attributes such as marketing campaign, offer, platform, RFV and similar
- Creating bespoke 'views' on the reporting cubes to serve the needs of the team (eg retention/acquisition reports and trial dashboards)
- Assisting the marketing and customer service teams in the practical

Qualifications for data quality manager

- Must work in the office
- Experience coaching and leading teams with five or more members desired
- 10 years Engineering, marketing, IT experience
- Working with cross-functional teams in a global culture and dynamic environment
- Demonstrated communication, leadership, team building and people management abilities
- Assist in the production of accurate and timely management meeting packs, reports and analytics used to identify and monitor key control issues and areas of focus