



Example of Data Quality Specialist Job Description

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Our growing company is hiring for a data quality specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for data quality specialist

- Develops policies and procedures as appropriate to comply with ISO 13485, GMP 21 CFR Part 820 and Electronic Records/Electronic Signature regulation 21 CFR Part 11
- Maintain positive and cooperative communication and collaboration with all levels of employees, customer, contractors and vendors and establish key stakeholder engagement focused on win-win solutions
- Identifies and works with other Data Sources to supplement the D&B "missing businesses"
- Works with IT, EDW, ADS, D&B or the Market Centers to "clean-up" the source data in PHAST, RAS or D&B
- Maintains and distributes organizational, department, service, and committee scorecards and reports, including reports to external agencies, as directed
- Simplifies results of analysis and presents findings to management, using available data visualization tools when needed
- Partners with physicians to provide data for quality improvement initiatives
- Participates in process improvement projects utilizing data to drive improvement
- Uses comparative data to establish benchmarks, as appropriate
- Collects and reports appropriate data elements to meet regulatory obligations, including Joint Commission standards

Qualifications for data quality specialist

- Understanding of the ECO change management (regulatory) procedures and policies
- Previous SAP experience is preferred
- Clinical work experience
- Bachelor's degree or 6 years' relative experience in lieu of a degree
- A minimum of 1 year of experience in data management and the preparation of materials for meetings and presentations