Example of Data Research Job Description

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Our growing company is hiring for a data research. 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 research

- Train and oversee technicians as determined by the Principal Investigator
- Perform other duties as assigned by the supervising principal investigator
- Maintain the Child Abuse Clinic's patient charts, reproducing and distributing information to hospital billing and records, law enforcement and child protective services in a timely manner
- Research and validation of data used in fundamental data calculation
- Assist Index Manager to launch the index by supporting their needs regarding fundamental calculation and End-of-Month (EOM) file creation
- Formulating replies for all client queries on fundamental data & GICS
- Research on companies to assign appropriate industry classification
- Research and validation of dividend data of stocks that could be part of Dividend Indices
- User Acceptance Testing (UAT) of various releases across platforms for enhancing efficiency
- Assist team members in proposing work flows that enhance the data validation process

Qualifications for data research

- Consult with Research Teams and Operations on data acquisition ideas and requests
- Collaborate with Operations on scope and requirements for data acquisition and tools

- Collaborate with Compliance and Operations on data acquisition, collection and use practices
- At least two years in a fast-paced, demanding, data entry intensive environment
- Solid organizational skills, superior telephone communication abilities, patience and focus, attention to detail