



Example of Data Reviewer Job Description

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Our company is looking for a data reviewer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for data reviewer

- Need to keep up to date with events & happenings in countries of the supported language
- Participate in generating improvement ideas
- Report reviewer to proofread and check the quality of reports and numerical tables sent to clients
- Review and proofread data forms, data tables and reports
- Perform side-by-side comparison of both handwritten and digital material to ensure accuracy
- Ensure calculations are correct
- Identify where information is missing
- Flag inconsistencies
- Review laboratory data and records to ensure conformance to Medtronic SOPs and cGMP/GDP requirements
- Collaborate with laboratory and quality personnel to meet Medtronic due dates

Qualifications for data reviewer

- Proficient with MS Word, Excel and Assist preferred, ability to update tables, proofread and update documents
- Fluent reading and writing skills in Turkish or Arabic
- Experience working in a team environment, preferably within a matrix organization
- Experience in effective implementation of data review/management

- Basic knowledge of data review process and awareness of associated systems and tools
- Basic understanding of project planning/management