Our innovative and growing company is looking for a data supervisor. 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 supervisor**

- A formal Change Management process that is part of the Quality System is utilized to create, revise and maintain the information in the Device Master Record
- Attention to detail and quality are critical
- This role supports multiple internal customers from facilities around the globe
- Own, maintain and continuously improve the Arrow QS Change Management work instructions, guidance documents, and training
- Define and develop training material to be used in the training of personnel in systems within the documentation group
- Define reports for current activities/projects being executed by the department for project tracking and resource loading purposes
- Interview, hire and train documentation group personnel and evaluate employee performance
- Troubleshoot and correct Agile PLM DMR and SAP ERP material master, quality, purchasing, costing, and planning configuration issues
- Prepare departmental objectives
- Standardize change management and PLM practices across the Arrow documentation/DMR departments throughout the departments/facilities/Business Units

**Qualifications for data supervisor**

- Knowledge in Microsoft Active Directory, DHCP, DNS, WSUS, GPO
• Opportunity for further academic training – including NVQ, IOC, CFA, Degree, Masters (soft skills)
• Bachelors degree in Computer Science or Management Information Systems (MIS) and eight years related work experience
• High school diploma or GED and twelve years experience
• Experience with enterprise administrative scripting using a major scripting language (Powershell, Bash, Perl)