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

**Responsibilities for data supervisor**

- Plans and implements installation and acceptance testing of new and relocated equipment and software programs
- Creates and maintains the departmental internal procedures, operating and maintenance procedures, and forms for the sections systems and equipment
- Proposes changes in data production processes or new programs to reduce errors and improve data quality
- Monitors new programs and processes to analyze data and verify accuracy
- Monitors personnel performance and provides subordinates with counseling and guidance as required
- Interfaces and coordinates with government counterparts and other company elements to assure mutual awareness of Departments status and direction
- Implements and maintains Cyber Security and COMSEC programs for the section
- Provides technical expertise at management meetings, planning and scheduling meetings and conferences as required
- Enforces company’s work and safety rules, attending Safety/Hazmat Meetings
- Provide subordinates with training and guidance in TQM

**Qualifications for data supervisor**

- Demonstrated understanding of accounting concepts and business systems
- Knowledge of computer applications, data entry processes and business systems
- Demonstrated leadership ability and ability to work effectively with departments in accomplishing goals
- Calculator and computer keyboard skills
- Strong mathematical skills and ability to resolve complex data reconciliation problems