



Example of Database Management Analyst Job Description

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Our company is growing rapidly and is looking for a database management analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for database management analyst

- Assisting with data quality efforts by verifying security information against publically available data sources
- Ensure ITSM and CMDB alignment within an ITIL v3 framework
- Research and update information about Chinese chemical manufacturing companies including the English name and ownership of the manufacturing company, plant locations, and specific chemicals made at each site
- Monitor trade literature for changes to company information (e.g., company name, ownership, plant locations, chemicals manufactured, start-ups, expansions, closures)
- Research company Websites and other resources for updates or to develop new company listings
- Contact chemical companies to verify and develop information and to resolve research questions as needed
- Update IHS Chemical ChemAssets database to reflect changes
- Organize research material for quality control and to back-up database changes
- Respond quickly to questions needed for client inquiries or upcoming IHS Chemical publication deadlines
- Ensure that client deliverables are of the highest quality and completed according to schedule

Qualifications for database management analyst

- Experience with consumption-based cost transparency which may include industry tools like Apptio and ServiceNow Financial Management
- Exhibits an advanced ability to impact and influence outcomes and to handle multiple priorities so as to build a strong network and relationships at senior levels across IT functions and the business
- Experience with team leadership and conflict management
- Ability to be consistently flexibility, resilient, and resourceful, working with multiple teams, delegating work load and ensuring team efficiency
- Works closely with stakeholders to establish business requirements for the CMDB