



Example of Delivery Associate Job Description

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Our innovative and growing company is searching for experienced candidates for the position of delivery associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for delivery associate

- Work with clients and / or third-party vendors to begin to understand requirements and escalate issues with a focus on maintaining a seamless process flow
- Manage their own time in order to meet deadlines, including taking Initiative to monitor work after hours
- Verify input/output counts, monitors data processing jobs and audits/verify the results based on historical trends
- Lead client meetings as it pertains to solution, research, issues, change management and trouble shooting
- Outside List Manager
- Ensure high quality and up-to-date information in planning and tracking tools for project and study level data
- Support the SDL/PDL for study and project coordination
- Provide support for the preparation of operational meetings
- Update Opportunity Pipeline Report in Salesforce.com
- Update Weekly and Monthly Department Reporting

Qualifications for delivery associate

- Manage a team of developers to coordinate to develop applications that or of the highest quality and are delivered in a timely manner
- Be responsible for end to end implementation of solution to the customer
- Interface with the US team and track all open issues to closure during delivery

- Good knowledge of SQL, Relational databases and Data Modeling
- Create and maintain presentation deck for Weekly PMO meetings