



# Example of Information Services Job Description

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Our growing company is looking to fill the role of information services. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for information services

- Engage with stakeholders to shape business requirements from the Commercial organization into IS solutions
- Lead, plan and organize the implementation of medium to large projects in line with customer expectations
- Provide timely support and maintenance for local and global Information Services solutions by understanding the business functions requirements while ensuring performance and reliability of solutions
- Drive collaboration, relationship building and knowledge sharing with customers, suppliers and service partners
- Drives architecture and long term planning for the group inclusive of the Strategic Plan for IS linked to company objectives
- Provides leadership in planning and managing computer operations and production support, systems, development and database administration network operations
- Assist with implementing new procedures, processes, and corporate directives
- Provide coaching and guidance to internal IT teams in support of the refinement of information service requirements
- Accurately assembles and/or preps paper documents and scans paper documents into the electronic medical record and/or designated system in a timely manner so accessible for treatment, payment and healthcare operations

## Qualifications for information services

- Ability to effectively present information to the management and employees
- 6+ years of client-side scripting (javascript, jQuery, ajax)
- Experience / knowledge required in the following technologies
- HTML 5 or Mobile App Development is a plus
- Knowledge or experience with Microsoft Integration Services for ETL development is a plus
- Knowledge of MS Office Suite (Backend)