



Example of Information Specialist Job Description

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Our innovative and growing company is looking to fill the role of information specialist. 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 specialist

- Management of Customer Product Information Systems
- In addition to training on the customer systems, each person will be trained in the teams systems for the management of product information
- Supports Sales and Product/Inventory Management
- Acts as a liaison between the Product and Inventory Management Departments and Sales Associates regarding, for example
- Supplier information (restrictions, policies, product offerings, etc)
- Provides Sales Associates with all necessary sales and logistics information related to MSC's, Enco's and SPI's product offering and supplier network
- Aligns with Product and Inventory Management Associates, Sales Associates, Sales Trainers, and team members in Sales Operations and B.E.S.Team to stay informed of current processes, procedures and information, and communicates updates to respective groups when necessary
- Collaborates in communicating with Library Steering Committee and Business Offices, in processing subscription renewals in a timely manner
- Manages specialized databases (SciFinder, ProQuest Dialog, D&B, FBO Daily) and their user accounts
- Managing the Office of Development SharePoint intranet site, assisting staff with uploading and creating content and providing support to training activities

Qualifications for information specialist

- Experience in a risk or information security organization a plus, experience in a technical setting a must
- A collaborative team player who partners well with others
- One (1) year of experience with customer/client service (for example crisis hotlines, peer counseling, hospice care, commercial sales)
- CISSP and/or CISM accreditation an asset
- Acts as part of the Incident Response Team to delegate for Information Security incidents globally
- Researching vulnerabilities and writing technical and non-technical reports for management