



Example of Information Specialist Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position 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

- Item and supplier data discrepancies
- Special pricing for large volume or dollar orders (blankets, GSA)
- Performs within a hotline environment with service level measurements and expectations on both the Sales Operations Team and B.E.S.Team
- Responsible for follow-up and resolution of all issues
- Provides on-the-spot training to Sales Associates, when necessary
- Communicates information and existing processes to field when clarification is necessary
- Benchmarks existing processes and procedures, serving as a model for other team members
- Completes issue log
- Insures that all internal and external stakeholders have the most accurate project data
- Protects the organization's personnel, physical assets and intellectual properties through the enforcement of defined policies, procedures, regulations and/or laws

Qualifications for information specialist

- Interface with Business Objects XI R3 Web Intelligence to create queries and report based on business needs
- Ability to travel up to 20% in state of Florida and possibly Louisville

- Experience and understanding of Records Management/ Document Control in an engineering discipline
- Determining security requirements by evaluating business strategies and requirements