Example of Research & Data Job Description

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Our company is growing rapidly and is looking for a research & data. 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 research & data

- Work with teams like Product Management, Project Management & IT to ensure smooth launch of EOM indices
- Work closely with Index Managers (IM) & Market Managers(MM) to collect data used for Dividend Research
- Work closely with IMs & MMs on training & UAT of upcoming releases across platforms
- Work with external parties to come to an agreement on Industry Classification of companies under review
- Control research databases and uphold confidentiality
- Collaborate in the design and implementation of data management and quality control procedures
- Conduct in-depth analysis of project and program data as assigned
- Analyze data and assist in resolving discrepancies and deviations internally
- Orchestrate quality reviews of all data submissions
- Coordinate spreadsheets, databases and/or systems to track projects and programs

Qualifications for research & data

- Research opportunities for data acquisition and new uses for existing data supporting all research teams
- Develop processes for data modeling, mining and production

- Produce output files, deliver and store data all within established policy and procedure
- Monitor output of all data tools and assist research teams with use of the output
- Troubleshoot data file and processing issues and support those of the research teams