



Example of Specialist Data Job Description

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Our growing company is hiring for a specialist data. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for specialist data

- New item creation and maintenance within M3 ERP system, GXS online product library, and Joor sales platform
- Entering and updating item costs in M3 and Joor
- Updating items and open purchase orders with confirmed HTS duty codes
- Assist manager with providing ongoing data integrity and information management across all departments
- Problem identification and resolution in data quality and flow
- Ensure the data flow is auditable to ISO9001, ISO17025 and industry standards
- Responding to requests, both internal and external to the department, for improvements to current procedures and reports
- Drive system development that improve the operating efficiency of the role and the department
- Provide key support for on-going and new data collection efforts
- Prepare physical documents for the scanner by removing staples, paper clips, creases, repairing torn pages

Qualifications for specialist data

- Develop an understanding of Peripheral areas that rely on Reference Data services – Credit Risk management, Financial Control
- Strong accuracy with both alpha and numeric data entry
- At least 2 years experience in utilizando la herramienta IDA (Infosphere Data

- At least 2 years experience in modelamiento lógico y físico de datos maestros (Clientes, ubicaciones/direcciones, cuentas, productos)
- At least 3 years experience in Oracle Database
- Must have above average attention to details and accuracy