



Example of Specialist Data Job Description

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Our innovative and growing company is looking to fill the role of specialist data. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for specialist data

- As a new organization, there will be room for improvement – you will streamline processes, identify gaps, improve documentation and communications and evolve our data management capabilities
- Maintain regular communications with data suppliers for the solicitation of schedule data and problem resolution
- Edit information from data suppliers in preparation for entry into Oracle database
- Enter and verify data according to operating procedures
- Review edit reports, make necessary modifications to ensure accuracy of data
- Creates and maintains files, memos, letters, presentations, , utilizing various software programs
- Generates, formats, compiles, and edits reports, spreadsheets, forecasts, records
- Sets up, maintains, and updates paper and electronic files, libraries, , of data, reference material, paperwork
- Performs work functions primarily on a computer workstation
- Enforcing data integrity across the organization in regards to data required for proper website display

Qualifications for specialist data

- Track record of success in planning and executing data improvement projects to meet marketing and demand generation goals

- Experience working with sales operations, marketing, and IT teams in developing and implementing processes, business requirements, and systems
- Experience with Microsoft Office applications and experience with relational databases and marketing data management tools and principles
- At least 2 years experience in ETL informatica
- Ability to work with VBScript and VBA, XML, Python