

## Data Expert

### Overview

Our software startup is seeking a Data Expert to be responsible for providing detailed analysis of client data. This includes but is not limited to managing and governing master data, evaluating current data and alerting project manager to opportunities/threats as needed . We are seeking an experienced individual that can ensure compliance with integrity standards and technical requirements.

### Responsibilities

- Serve as primary materials and training resource on a daily operational basis
- Track project changes and ensure adherence to frameworks, documenting and following up on important actions and stakeholder decisions
- Maintain developed, prioritized, methodical work program in conjunction with project manager's schedule and deadlines
- Report on areas of risk and educate
- Integrate between the client's data governance plan
- Attend and participate in client/project manager meetings
- Collaborate with project manager, stakeholders and fellow data experts

### Education/Experience

- Bachelor's degree in Logistics or Supply Chain Management preferred.
- Three years' experience in related field.
- Proficiency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work multiple projects simultaneously on tight deadlines.
- Experience with project management software tools a plus.

### Competencies

- Critical thinking and problem solving
- Excellent decision-making and leadership capabilities
- Exceptional verbal, written and presentation skills.
- Adaptability; ability to work effectively both independently and as part of a team