

Data Quality Specialist

Reports to: Director of BBB Services, Denise Nelson
Operations Department
Full time M-F 8:30-5:00

Job Function:

The Data Quality Specialist will be responsible for updating, researching and entering accurate data into our database for BBB Business Profiles, ensuring data quality and accuracy. This person will be fully trained in CBBB and local BBB policy regarding Standard Reporting Language and data updates.

Duties and Responsibilities:

- Process all data updates submitted online and otherwise by businesses
- Run various reports to update data
- Research data changes submitted by consumers/businesses and update accordingly
- Identify duplicate business data and update data accordingly
- Process all Data Quality and Data Enhancement reports as assigned
- Process all returned mail and get updated addresses
- Performs other clerical duties as needed
- Other tasks as assigned

Qualifications:

To perform this job successfully, the individual must be able to perform each essential duty in a satisfactory manner. The individual must have computer skills.

Education/Experience:

A high school diploma and some college experience are preferred. No experience necessary, will fully train.

Language Skills:

The individual must be able to read and process information. The ability to write reports and correspondence is essential. Ability to speak effectively to consumers and businesses in group or similar settings is necessary. The individual must be able to present information both verbally and written in a satisfactory manner.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure is essential.

Reasoning Ability:

Ability to apply common sense to tasks assigned is necessary. Must be able to communicate effectively.