

# Data Coordinator Job Description template

## Data Coordinator Job Description Template/Brief

We are seeking an experienced and enthusiastic Data Coordinator to join our team! As a Data Coordinator in our organisation, you will primarily be in charge of ensuring the security and confidentiality of data systems.

## Data Coordinator Job Profile

Data coordinators are data management specialists that organise data for analysts to use. Their critical tasks include:

- Conducting data queries
- Guaranteeing data integrity and security
- Assuring correct database sorting and organisation

## Reports To

- Chief Technology Officer (CTO)
- Chief Information Officer (CIO)

## Data Coordinator Responsibilities

- Collect, evaluate, and record data in compliance with corporate norms and standards
- Validate and store data from various project papers
- Go over project papers and make any required changes
- Sort and arrange the data; both hard copy and electronic versions are acceptable
- Send a data report to the client through the Internet
- Update the corporate website with the most recent data records
- Maintain finished hard copy, and electronic project records files
- Assist employees with data input as needed
- As needed, provide data management updates at all internal and external meetings
- Analyse data to enhance quality
- Gather data for reports, discussions, and presentations
- Ensure that data handling practices are per established corporate rules
- Provide statistical and longitudinal data analysis
- Prepare and submit audit-related data

## Data Coordinator Requirements & Skills

- A bachelor's degree in computer science or a related discipline
- Ability to scan enormous amounts of data in a short period
- Working knowledge of databases, data operations, and data administration
- Superior analytical thinking abilities
- Excellent time management abilities
- Outstanding interpersonal and communication abilities
- Data coordinating or data handling experience
- Knowledge of contemporary databases and technologies
- Sense of ownership and pride in your performance and its influence on the success of the firm