

Data Manager Job Description

Duties and Responsibilities:

- Determine the kind of data to be collected and identify the resources with which to effectively collect them
- Organize, implement, and enforce correct data collection policies and methods
- Give proper training to employees to be able to perform data collection independently and effectively
- Ensure the proper functioning of data collection software and Internet applications at all times
- Develop data collection methods that are individually relevant to any project being embarked upon by the organization
- Make sure that data collection procedures are in line with all relevant rules and guidelines
- Establish standards upon which collection of data are based/measured and ensure that these standards are always met
- Interpret and explain complex data to employees so as to carry everybody along and for purposes of clarity/verification
- Formulate/develop special reports upon request
- Conduct analysis to ensure that data collected is adequate and matches what was asked for.

Data Manager Requirements – Skills, Knowledge, and Abilities

- Must possess good numerical and analytical skills. This is necessary for the daily analysis and evaluation of data
- Must have good communication and interpersonal skills
- Must demonstrate good management and leadership traits at all times
- Must be willing and able to work in a team, as either a member of a team or the leader of the team
- Display of good research and organizational abilities
- Must be able to think critically (out of the box) and also be able to pay complete attention to details

- Must be self-motivated, goal-oriented, and be able to display excellent customer service skills
- Must have good IT skills (including data evaluation/analysis using relevant computer application)
- Must have knowledge of working business standards that are relevant to the industry in which the organization operates
- Must be able to accomplish assignments/tasks with little or no supervision
- A Bachelor's degree in any of data management analysis, computer science, computer engineering, statistics, or other IT-related field
- MSC. in any of the aforementioned fields of study would be an added advantage
- A minimum of 3 years post-school working experience as a data manager/analyst in a reputable organization.