



Position Description

Data Acquisition Associate

Position Title

Data Acquisition Associate

Location

Varies by contract

Job Type

Temporary (contract based)

Years of Experience

0-1

Educational Level

High School Diploma Required

Bachelor's Degree Preferred

Career Level

Entry Level or experienced

Salary

Varies by experience

Job Purpose

Manages the collection and upload of all technical inspections, asset inventory and associated documentation to create the final deliverable for Customer turn over.

Summary of Job Duties

- Monitor and maintain quality assurance by checking the consistency, continuity and coherence of supported data services and project deliverables.
- Structure internal data to create the Master Inventory database.
- Cross train present and future Data Associates on Indatatech's data methodology, processes and procedures to develop an in-house talent pool prepared for increased positional responsibility.
- Assisting internal or third party development teams with effective schema design/structure to achieve optimum performance.
- Keep abreast of technical developments of operational importance and to participate in developing or setting standards as directed.
- Ensure that applications and related services are documented and kept current.
- Support the development group in deploying applications and solving issues.
- Review and ensure complete and appropriate handover of documentation prior to operational acceptance of new or modified applications.
- Participate in the on-call support to a remote project team.
- Tune database configuration for optimum performance.
- Diagnose and resolve problems relating to database service availability.
- Other duties or projects as assigned.



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Job Qualifications/ Requirements

- Minimum Education: High school diploma required. Bachelor's degree is preferred.
- Minimum Experience: 0-1 years of related experience
- Excellent computer skills: Microsoft Office (Word, Excel), Access, etc
- Detail oriented with strong organizational skills
- Analytical with strong communication skills
- Strong work ethic and team player
- Effective time management and logical decision- making ability