



Job title	Database Management Representative
Reports to	Operations Team Manager, Database Operations

Job description

As a Database Management Representative, you will assist in developing and maintaining our proprietary database. In this role, you will directly support our database marketing team in their email marketing efforts.

Duties and responsibilities

- Work within our CRM to maintain accurate data records
- Utilize third-party software to aggregate data records
- Review inbound email communication to produce new records and update existing records
- Execute test sending procedures to eliminate outdated and invalid records

Qualifications

The best candidates for this position will possess the following:

- Skills presenting findings, conclusions, alternatives, and information clearly
- Familiarity with data visualization tools
- Strong attention to detail
- Ability to work independently and collaborate with teams
- Experience working with Microsoft Office Suite including Excel
- Experience working with a database or CRM software
- Ability to identify process inefficiencies and recommend improvements

Requirements for this position are the following:

- 4-year degree in data analytics, business, or a related field
- Willingness to work in a team-based atmosphere and take direction from leadership
- Advanced Microsoft Excel skills
- Previous work experience that demonstrates interaction and service

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