



Job Title	Database Management Representative
Reports to	Vice President of 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- Execute test sending procedures to eliminate outdated and invalid records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

Company Benefits

- Open-floor office environment with standing desks
- Flexible hours
- Work from home policy
- 3 weeks of paid time off

- 8 paid major holidays
- 2 paid floating holidays
- Health insurance plan
- 401(k) plan with up to a 3% employer match
- Generous quarterly incentive program

AltaVista Strategic Partners is an equal opportunity employer and will consider all applications equally and without regard to race, sex, creed, religion, color, national origin, age, family history, or sexual orientation.