Information Governance Project (Data) Job

Employer Name:

SpiderID: 12442197

Location: Brandon, Florida

Date Posted: 4/21/2022

Wage: $20.00 - $22.00 per hour

Category: Information Technology

Job Code: 370482

SNI Technology is currently seeking two Jr. Data Analysts to assist one of our clients with an Information Governance Project. This is a 3 month contract opportunity with the possibility of extension. For now, the position is remote but we need resources local to the Tampa Market as there may be a need to occasionally go into the office, depending on the business need. This is a Jr. level role, some training will be provided by the teams lead analyst.   
  
Please note: Only candidates who are currently in market will be considered. Must be able to successfully complete a background check and drug screen   
  
Working Hours: Monday - Friday, 8am-5pm   
  
Rate: Rate: $20-$22/HR depending on experience. After 3-4 month contract candidate will be hired on directly with client paying $55,000 - $60,000 per year plus full benefits. Position is currently remote but could go back to hybrid remote or on site.   
  
Responsibilities:  
  
Export requested data from the Document Management System.  
  
Work with various data formats and conversions while also troubleshooting data transfer issues and problem resolution.  
  
Serve as a resource to answer any questions regarding the transfer process.  
  
Special projects and additional duties as assigned and directed by management.  
  
Ensure inbound digital records and metadata are correctly classified and assigned to the correct client matter workspaces.  
  
Ensure outbound digital record transfers are accurately documented and classified into a repository for due diligence tracking.  
  
Qualifications:  
  
Bachelors Degree in a data sciences field would be highly preferred but not required  
  
1-2 years of professional experience, specifically working in or supporting data integrity aligned projects  
  
Experience transferring data from one data source to another (Excel / SQL)  
  
Must have a laptop with a camera for daily Zoom meetings and regular interactions with the team  
  
Experience interpreting raw data and identify any patterns, and check for compliance  
  
Experience maintaining databases or data systems

Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: SNI Technology

Company: SNI Technology