



AFFILIATED DISTRIBUTORS (AD)

500 E. Swedesford Rd, Wayne, PA 19087, US.

Screening Interview Questionnaire for the Position of a Database administrator (Remote)

1. During a database migration how would you handle data loss?
2. We need to build a new database for our employee records. How would you define the system storage requirements?
3. Tell me about your process for troubleshooting database problems
4. What measurements would you take to protect our databases from external threats?
5. What types of databases do you work with?
6. What is SQL Agent?
7. What is DBCC?
8. Explain what a system database and a user database are
9. What are the operating modes in which Database Mirroring runs? What are the differences between them?
10. Explain the purpose of a model database
11. What is the difference between a data processor and a data controller?
12. Explain what are the Right of Access requests
13. Do all businesses need a Data Protection Officer (DPO)?
14. Can anyone access the personal data within your company? Or are there different
15. How can you collect data (by email, activity tracking, etc.)?
16. How did you learn about new applications/resources?

17. What is the most challenging project you've worked on? Why was it challenging and what was your role?
18. Can you tell me of a time you made a mistake and how did you resolve it? Was there any way you could prevent it?
19. If you had to work in a team with people with difficult personalities, and constant conflict, how would you manage it?
20. What is your experience working with database servers?
21. What is the highest number of database servers you have worked with?
22. Have you worked with on-premises databases, cloud databases or both?
23. Why did you choose database administration?
24. Describe your workflow without direct supervision

FULL JOB DESCRIPTION:

Job Type

Full-time (Remote)

Salary Range:

\$50-60 an hour, plus 10% bonus potential

About Us

AD is a member-owned organization, passionate about bringing growth-oriented independent distributors and best-in-class supplier partners together with the purpose to outperform the market and to stay ahead of the competition.

For 40 years, AD's sincere customer-first approach to relationships and our continual investments in innovative support have helped AD to achieve annual sales of \$75 billion across nine industries and three countries. With more than 5,000 branches from 900-plus independently owned members, AD is North America's largest marketing/buying group for construction and industrial supplies.

We leverage our unique economies of scale, robust financial systems and people-first approach to help our independent distributor members outperform the competition and our supplier partners protect their brands and diversify their channel strategies.

Position Summary:

The Database Administrator (DBA) at Affiliated Distributors (AD) manages the design, performance, and security of AD's databases (Oracle, MySQL, SQL Server, Postgres). This role ensures database reliability, backups, and smooth integration with production systems, while optimizing performance and maintaining system stability. The DBA also develops SQL procedures, conducts audits, and collaborates with IT teams to ensure database availability and security across all environments.

Primary Responsibilities:

- Serve as the primary technical resource for designing, managing, and documenting databases (Oracle, MySQL, SQL Server, Postgres), ensuring continuous access and system stability.
- Safeguard vital data with robust security measures, perform regular backups, and maintain documentation of backup/recovery plans.
- Optimize database performance and capacity across all environments (production, QA, development), including conducting audits to maintain security and performance.
- Develop SQL procedures for enterprise database queries, updates, and performance tuning; ETLs, security, and availability.
- Implement security by design within databases and oversee the in-house security of all databases, minimizing the reliance on third-party solutions; conduct periodic audits for security improvements.
- Assist with system changes, new implementations, and IT budget planning by recommending database-related equipment, software, and upgrades.
- Collaborate with IT teams on system integrity, availability, and security, while supporting internal applications and the AD Public & Private Websites.
- Archive and manage historical data for performance optimization and data management. Establish best practices, identify enhancements, and perform regular reviews and audits to improve database systems.

Qualifications:

- Bachelor's degree in Computer Science, Business Administration, or equivalent experience.
- At least 2-3 years of hands-on experience with Oracle databases.
- Proficient in writing complex SQL queries.
- Experience working in both Windows and Linux operating systems.
- Familiarity with extraction, transformation, and loading (ETL) tools.
- Strong written and verbal communication skills.
- Experience migrating databases to cloud platforms (AWS, Azure, Oracle) is a plus.

Desired Skills:

- Proficient in administering Microsoft SQL Server and PostgreSQL databases.
- Able to design and implement security protocols within database structures.
- Experienced in managing and improving in-house database security, minimizing reliance on third-party services.
- Regularly conducts database audits to ensure security and performance optimization.
- Establishes and enforces database management best practices with a focus on continuous improvement.
- Skilled in performing security audits to enhance database access controls and improve performance.

Additional Comments:

Working Hours: 8:00 a.m - 5:00 p.m.

Benefits

Medical, dental + vision coverage
26 vacation days, 10 sick days & 12 paid holidays per year

Global Leave Benefit

10 weeks paid parental leave
2 weeks paid grandparent leave
Extended care and bereavement leave
Life insurance policy
401k + employer matching
Social hours & events and team-building
Educational Opportunities
Wellness benefits (Headspace subscription & wellness webinars)
Work-from-home assistance
Hybrid friendly
Paid volunteer hours

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.