

Data Specialist

Phone :
Web :



360insights
how it all makes sense.

Job Summary

Vacancy :

Deadline : Nov 07, 2024

Published : Oct 07, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Starting Base salary USD \$36,500 – \$44,000

CAD \$38,500 – \$46,000

Plus Bonus, Equity & Benefits

Here at 360insights you will be a part of a fast-paced global technology company that is innovating and leading in the channel incentives and insights industry. You will be helping us to deliver great solutions for some of the world's most recognizable brands all within an inspiring and inclusive culture that has certified us as a Great Place to Work® in Canada, the USA and the UK.

What you will be doing:

The Data Specialist works within a team responsible for processing Point of Sale (POS) files uploaded by dealers for various clients by transposing sales data into templates, determining eligible programs, validating sales data, and reporting on the results. In addition, are expected to add value to the current improvement initiatives and offer fresh ideas and efficiencies.

Responsibilities:

- Determine files due for given day based on SLA
- Process sales files attached to submissions in the POS Upload Files list
- Format excel files, import transactional data, document processing details, mark submission as Processed
- Mark files On Hold or Declined and notify appropriate parties of the reasons/details
- Visually audit results of processing and document appropriately
- Secondary responsibilities may include accommodating additional client specific tasks or requests
- Provide support for Client Services, Team Leads, Managers of Operations, and CSM's
- Provide feedback and support to Dealers and Clients
- Update and maintain customer specs used by the team
- Complete all On Hold file resolutions promptly
- Update dealer manager POS Upload notes
- Verify data formats for potential POS dealers
- Other tasks as required

What you'll bring:

- Intermediate knowledge of Microsoft Office Suite, Advanced knowledge of Excel
- Effective verbal and written communication and interpersonal skills
- Extremely detail oriented, quick learner, able to be effective in both team and independent environment
- Proven time management and organizational skills, able to effectively and efficiently multi-task
- Ability to work in a fast-paced environment, under pressure and with tight deadlines
- Proven problem-solving skills with the ability to think on your feet

*** Pay transparency**

Our salary ranges are determined by role, level, and location. The range displayed on our job posting reflects the minimum and typical maximum target for new hire salaries for the position, it does not reflect the maximum salary for the role over time. Within the range, individual pay is determined by job-related skills and experience demonstrated during the interview process.

Why 360?

At 360insights, we take pride in being a people-first organization, dedicated to fostering a vibrant values-based and inclusive culture. Our commitment to this ethos is reflected in our day-to-day operations and interactions with both team members and clients. Embracing a people-focused approach entails the following principles:

Diversity and Inclusion: We wholeheartedly welcome individuals from all walks of life to join our team. 360insights is committed to providing equal employment opportunities to people of every race, religion or belief and ethnic origin, regardless of age, disability, sexual orientation, or gender identity. You can find out more about our DEIB Vision on our website. We encourage applications from individuals with disabilities, and accommodations are available upon request for candidates participating in all stages of the selection process.

Experiences that create growth. Growth that creates experiences: At 360insights, every facet of our business presents opportunities for personal and professional development, allowing you to explore diverse disciplines and rewarding work experiences. Our commitment to growth is supported by robust Learning and Development (L&D) initiatives and mentorship programs, ensuring that you have the tools and support needed to thrive and grow as an Insider.

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Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
