



Configuration Specialist

Position Summary

A great opportunity with an exciting new service offering. As a configuration specialist you will have the opportunity to apply course work for investigating, troubleshooting, correcting data and user related system errors, and ensure data integrity. You will interact with professionals who will guide and support you as you enhance your skills while gaining relevant experience.

Essential Job Functions

- Analyzes incoming data for completeness, appropriateness, and accuracy, in accordance with standards provided.
- Monitor shared email Inbox and respond to issues or questions in a timely manner
- Provide administrative support and problem-solving assistance toward the fulfillment of department responsibilities
- Highly organized and able to handle multiple tasks at one time
- Ability to recognize and deal appropriately with sensitive and confidential information
- Other duties as appropriate

Skills, Knowledge, and Abilities

- Good understanding of database solutions and how to ensure quality assurance and timely delivery of data
- Strong ability to communicate effectively with customers, both externally and internally
- Must be detailed oriented with regards to following defined processes and procedures
- Ability to work effectively under time constraints while maintaining a positive service attitude
- Proactive, can-do attitude and a desire to learn
- Analytical, process and troubleshooting skills

Job Requirements

- Bachelor's degree in technology, business, communication, or equivalent experience in a related area is preferred
- Proficiency/knowledgeable of Microsoft Excel, Microsoft Access, SQL