Data Management Administrator

The purpose of this position is to support the organization with data management and supporting systems. The ideal candidate will have experience in database design, report development, analyzing business process, business intelligence and reporting.

The ideal candidate will:
- Involve management of production data – reporting on growth rates, backup policies, index tuning, and overall health and performance of database servers
- Design new database, change management, and refactoring of existing databases
- Work closely with all business units to understand business process and the related data resources, supporting new development, report development and maintenance, etc.
- Be proactive and accurate with great attention to detail, highly numerical and analytical, resourceful and driven.

We are looking for a great communicator, someone personable and able to work efficiently and effectively with cross functional teams and different areas of the business.

Job Requirements

Education, training, experience:

Knowledge and experience with MSSQL2005/2008 is required, extensive knowledge and experience is not essential, but poses the capacity to develop.

Desirable skills include: MSSQL2005/2008 SSMS/SSIS/SSRS, QlikView, MS Access, Crystal Reports

- Transact-SQL and related development
- Administer user privileges in a manner consistent with corporate security guidelines
- Provide on-call support for mission critical database environments
- Work with other technology teams to coordinate necessary hardware and infrastructure (server, storage, etc.)
- Assist in the support of SQL Server, backup and disaster recovery, business continuity
- Document processes and cross train with other database team members
- Liaison between business units and vendors providing technical support for association management systems

Bachelor's degree or equivalent