



## POSITION DESCRIPTION

<b>Title</b>	Data Auditor
<b>Position Level</b>	
<b>Location</b>	Wilmington, DE
<b>Purpose</b>	Analyze and interpret the quality of all aspects of GRID, raw data, and alerting functions.

### KEY RELATIONSHIPS

<b>Immediate Manager</b>	
Operations Director	
<b>Positions Supervised</b>	
<u>Direct Reports</u> – (0)	<u>Indirect Reports</u> – (0)
<b>Internal Contacts</b>	<b>External Contacts</b>
IT Support	
Customer Support	
Sales	
Operations	

### SKILL REQUIREMENTS

1. Command of the English language
2. Comfortable using web browser based tool
3. Comfortable learning new technology
4. Acute attention to detail
5. Proficient with spreadsheets
6. Some familiarity with delimited files
7. Ability and desire to work as a member of a team

### KEY RESPONSIBILITIES

8. Review daily and historical news media items
9. Review and act on internal data quality feedback
10. Report alerting accuracy using test batches
11. Utilize reporting tool to check and implement changes, updates and deletes
12. Writing and using pipe delimited files
13. Giving feedback and discussing possible improvements to processes in a professional manner