



POSITION DESCRIPTION

Title	Data Aggregation Specialist
Position Level	
Location	Wilmington, DE
Purpose	To coordinate the accurate collection, aggregation and delivery of data from nominated sources for entry databases.

KEY RELATIONSHIPS

Immediate Manager	
Head of Operations	
Positions Supervised	
<u>Direct Reports</u> – (0)	<u>Indirect Reports</u> – (3)
Internal Contacts	External Contacts
Technology Engineers	None
IT Support	
Marketing	
Sales	
Operations	

KEY RESPONSIBILITIES

1. Effectively communicate with Technology regarding requirements for format and data import;
2. Perform aggregation in accordance with the instruction
3. Proficient use of software required to complete aggregation tasks accurately and efficiently;
4. Assist with training and task delegation as required;
5. Translate sources (multi-lingual ability);
6. Additional tasks as needed, which may arise from time to time.