

JOB TITLE: DATA CONVERSION SPECIALIST

LOCATION: SAN ANTONIO, TX or MIAMI, FL

GENERAL SUMMARY

The Data Conversion Specialist (DCS) is responsible for analyzing, executing and verifying conversions of data sets into any number of formats to be utilized by the business.

JOB DESCRIPTION

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Data Conversion Specialist:

- Strong knowledge of SQL
- Able to translate business requirements into data models
- Able to reverse engineer databases/data models into business requirements
- Creates or further refines existing data conversion processes to meet the needs of business
- Ensures the consistency and integrity of data conversions
- Able to automate data conversion and verification processes
- Works closely with Business Analysts to analyze and capture data requirements
- Works closely with DBA to ensure data requirements can be met and implementation
- Works closely with software developers for additional domain knowledge

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- 5 years experience with recent UNIX & Microsoft Windows background
- 2 years of experience of programming
- Knowledge and understanding of the following software packages: Postgres, MySQL, and MS SQL Server a plus
- Previous experience with E.T.L. programs and procedure a plus
- Ability to work in a team environment
- Strong oral & written communication skills
- Two years post-secondary education, or equivalent combination of experience and education

NOTE: Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.