

Job Title: Data Management Technician

Job Location: Colorado Springs, CO

Position Type: Full Time, Hourly

As our Data Management Technician, you must be adept in using standard computer applications (i.e. Word, Excel, PowerPoint and Outlook), as well as having strong skills in internet research.

Responsibilities:

Main duties of the Data Management Technician include the following:

- Routine data entry and maintenance in our client management system;
- Generating reports from various sources of data;
- Using the internet to extract data about Colorado businesses;
- Researching government websites for various procurement information;
- Working with Excel files manipulating data;
- Monitoring Bid/Match Program selected by employer;
- Manage company's "info" email account and route client communications to the appropriate professional staff;
- Answer telephone and route calls accordingly;
- Provide basic information to prospective clients as needed;
- General office administrative support duties (i.e. filing, copying, faxing, mail distribution, etc.); and
- Other duties as assigned

Knowledge, Skills and Abilities:

- Proficiency in Microsoft Office Suite
- Expertise in Excel spreadsheets, parsing and sorting raw data, designing reports
- Ability to learn proprietary client management software
- Understanding of database structure and table relationships
- Ability to understand code sets as related to identifying and grouping businesses (TIN, DUNS, CAGE, etc)

Minimum Qualifications and Requirements:

- A college degree is not required; however, it is preferred.
- Demonstrated professional office and/or computer experience is required.
- Previous experience with procurement and government defense contracting preferred and encouraged!