|  |
| --- |
| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Data Specialist** |
| **Function** | Data Management  | **Location** | Noida, Uttar Pradesh  |
| **Direct Reporting to:** | General Manager – Jobs  | **Matrix Reporting to:** |  Vice President - IT |
| **Staff Supervised** | **Direct Reports:** NA | **Matrix Reports:** | **NA** |
| Vision India, a conglomerate with three evolved business lines: Staffing, Skill Development and Advisory Services. With a base of 32,000 associates and a client list proudly featuring 150+ Indian, MNC, and Government entities, we carry a solid track record in delivering Human Resource solution across divergent geographies, across India, South East Asia, Middle East and an evolving presence in Americas & Europe. Our processes carry Quality accreditations with ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/IEC 20000, ISO 27001, and OHSAS 18001, reflecting in our service delivery maintained through an unwavering focus on extending quality services to our clients, consistently, setting them up to achieve their business goals with cost efficacy.We have consistently recorded impressive revenue growth over the past years, achieving a milestone revenue of INR 200 Crore, for the fiscal year 2022-23 and a CAGR of 37% over a three-year period. We are poised for a crest in the coming years, driven by significant projects slated for 2023-24, service portfolio expansion and our strong fundamentals across the business lines.Our captive job portal, [www.justjob.co.in](http://www.justjob.co.in) , boasts a database of over 5 million active candidates, showcasing 20,000+ active job opportunities across industries. It holds the trust of 200+ corporate entities and government organizations for their talent fulfillment needs." |
| **II. JOB PURPOSE** |
| The job purpose of a Data Specialist for a job portal is to ensure the accuracy, consistency, and usability of the platform's data. This involves executing data cleaning processes, managing the database, applying enhancement techniques, providing valuable insights through data analysis, maintaining documentation, and collaborating with cross-functional teams. The overarching goal is to optimize the user experience for both job seekers and employers while staying aligned with industry standards and best practices. |
| **III. KEY RESPONSIBILITIES** |
| **Data Cleaning and Validation:*** Implement comprehensive data cleaning processes to eliminate inconsistencies, inaccuracies, and duplicates in our expansive job portal database.
* Conduct thorough validation and verification of data to ensure utmost accuracy and reliability.

**Database Management:*** Take charge of the ongoing management and maintenance of our database, ensuring it stays up-to-date and optimized.
* Collaborate cross-functionally to identify and resolve any data-related issues promptly.

**Data Analysis and Enhancement:*** Analyze intricate data sets to unearth trends, patterns, and anomalies that contribute to informed decision-making.
* Apply advanced data enhancement techniques to elevate the quality and usability of our data, ensuring it meets evolving industry standards.

**Documentation:*** Maintain meticulous documentation of data cleaning processes and methodologies for future reference.
* Contribute to the development and updating of data quality standards and guidelines.

**Collaboration:*** Work closely with our IT and development teams to implement cutting-edge data quality improvements.
* Collaborate proactively with other departments to understand specific data requirements and address unique needs.

  |



|  |
| --- |
| **IV. KEY PERFORMANCE INDICATORS** |
| **Measurable Deliverables** | **Data Accuracy Rate:*** Maintain a high percentage of accurate and error-free data after cleaning processes.

**Database Optimization:*** Ensure efficient database performance through effective indexing and system optimization.

**Data Quality Improvement:*** **Reduce data inconsistencies, inaccuracies, and duplicates over time.**

**Timeliness of Data Updates:*** Keep data updated promptly to ensure relevance.

**Data Analysis Impact:*** Successfully identify trends, patterns, and anomalies for informed decision-making.

**Cross-Functional Collaboration:*** Effectively collaborate with IT, development, and other departments for data quality improvements.

**User Satisfaction:*** Gauge user satisfaction through feedback on data quality and usability.
 |
| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| VISPL**Qualifications & experience**  | * Bachelor's degree in Data Science, Computer Science, with 5 to 7 years of experience
* Proven track record in executing data cleaning, data analysis, and database management in a dynamic work environment.
* Proficiency in tools such as Excel, Python, or SQL is essential.
* Strong attention to detail, analytical thinking, and problem-solving skills.
* Excellent communication skills to effectively convey data-related insights to both technical and non-technical stakeholders.
* Previous experience in the job portal or HR technology industry is considered a significant advantage.
 |

To know more about **Vision India,** visit us at [www.vispl.co.in](http://www.vispl.co.in/); [www.justjob.co.in](http://www.justjob.co.in)