



JOB DESCRIPTION

<b>Position Title:</b>	Global Data Manager
<b>Senior Leadership Team Leader:</b>	President
<b>Team Leader:</b>	Director, Business Intelligence & Data Visualization
<b>Team Membership:</b>	Client Data Services
<b>Location:</b>	Virtual or Exton / Douglassville
<b>Job Status:</b>	Exempt
<b>Supervisory Responsibilities:</b>	None
<b>Objective of the Position:</b>	To ensure all appropriate travel-related data sets are provided to or sourced from relevant constituents
<b>Job Summary:</b>	The Global Data Manager is responsible for the timely and accurate management of all data import and export activities related to clients, travel technology suppliers (i.e. PRISM), financial institutions (i.e. credit card transactions) and international (and certain domestic) travel agency partners, along with writing the SQL to manage import/export to/from the reporting database. This individual liaises with appropriate parties to ensure the accuracy of the data being sent and/or received and aids in troubleshooting and escalation, as appropriate. This person works with both internal and external constituents.

<b>Essential Functions:</b>	<ul style="list-style-type: none"> <li>• Establish and monitor all third-party data imports and exports, including but not limited to (imports) Radius, international and domestic TMCs, Concur Expense, credit card, (exports) Radius, international and domestic TMCs, credit card issuers.</li> <li>• Ensure all appropriate Data Release Authorizations (DRAs) are in place with clients</li> <li>• Provide and instruct data exporters (provider) on acceptable file format</li> <li>• Liaise with appropriate resources to enable pre-trip data collection across all relevant entities</li> <li>• Troubleshoot data issues (missing, incomplete, inaccurate, etc.) in all exports and imports</li> <li>• Write all SQL to manage the import/export to/from the reporting database</li> <li>• Manage data investigations to minimize re-occurrence</li> <li>• Consistent communication to constituents</li> <li>• Establish and monitor data import scorecard and develop plan to bring data provider up to standard</li> <li>• Engage with relevant internal departments to identify concerns / issues and potential solutions</li> </ul>
<b>Time Spent Performing Essential Functions (Generally):</b>	<ul style="list-style-type: none"> <li>• 50% data imports / exports (includes liaising with data providers)</li> <li>• 40% data issue management</li> <li>• 10% internal / external customer liaising</li> </ul>
<b>Competency and Position Requirements</b>	<ul style="list-style-type: none"> <li>• Advanced knowledge of MSOffice Suite, SQL and relational database knowledge</li> <li>• General understanding of BI environment</li> <li>• Knowledge of database management and data manipulation</li> <li>• Understanding of data privacy requirements</li> <li>• Ability to work with a variety of cultures and across time zones</li> <li>• Proven analytical, organizational and time management skills</li> <li>• Ability to engage in and manage client-facing and partner agency data and reporting requirement discussions</li> </ul>
<b>Education and Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Minimum of five (5) years of data import / export / manipulation experience</li> <li>• Understanding of corporate travel data and sources required</li> <li>• B.S. in analytics or computer-related major preferred</li> </ul>
<b>Working Conditions; Schedule:</b>	9:00 am to 5:30 pm Eastern generally; calls with other time zones occasionally



	<p><i>This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as is reasonable.</i></p>
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