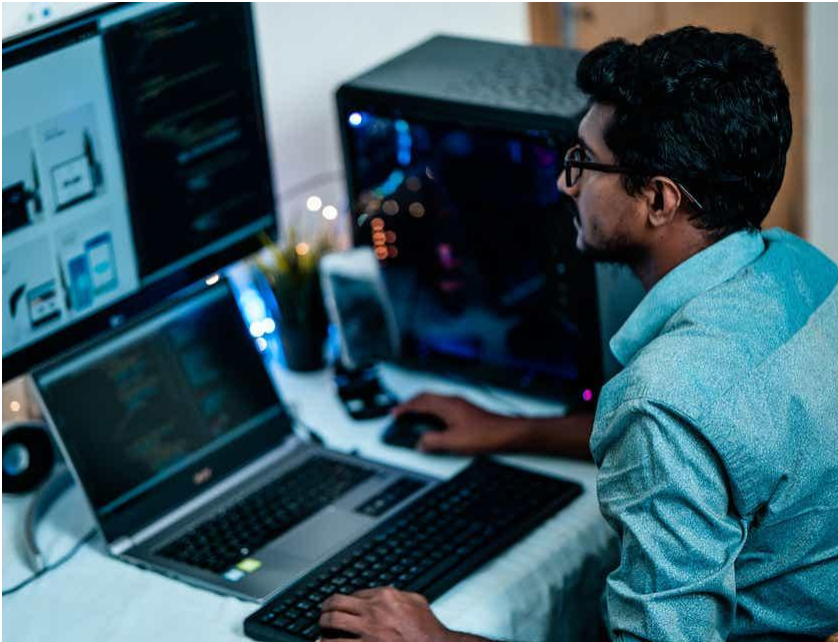


Information Specialist Job Description

Learn about the key requirements, duties, responsibilities, and skills that should be in an information specialist job description.



Information specialists are responsible for analyzing and managing a company's information databases, such as filing, record-keeping, or stocktaking. They specialize in streamlining company processes, disseminating information to personnel, clients, and shareholders, as well as preparing annual data summary reports for management review.

Information Specialist Job Description

We are looking to hire a dynamic information specialist to join our company. In this role, your duties will include researching and collecting data to ensure that our company's information systems are streamlined and up-to-date. You'll also develop procedures to organize and distribute data reports to internal and external parties.

To ensure success as an information specialist, you should be able to use analytics to improve a variety of complex information systems. Ultimately, a top-notch information specialist should possess excellent research and

data management skills to uphold the company's professional standing, and should be able to foster good client relations.

Information Specialist Responsibilities:

- Managing information systems by assessing a company's data processes and procedures, such as stocktaking, record-keeping, filing systems, and information distribution.
- Identifying data sources and collecting information through surveying and research.
- Implementing data storage methods and assisting with the digitization of files.
- Ensuring information systems are streamlined and working properly in accordance with best data practices.
- Assisting clients with retrieving relevant information from the company's database, such as price lists and updated services.
- Creating and disseminating updates on data processes and procedures to staff, management, and shareholders.
- Writing and presenting annual data summary reports for management review.

Information Specialist Requirements:

- Bachelor's degree in computer systems, information systems, or a similar field.
- At least 2 years of experience as an information specialist.
- Strong knowledge of data processes and information systems.
- Familiarity with programming languages, such as Java, Perl, Python, or BASH.
- Excellent research skills and the ability to interpret analytical data to assess and improve information systems.
- Solid knowledge of Microsoft Suite and Office tools.
- The ability to manage multiple projects under minimal supervision with excellent attention to detail.
- Good interpersonal skills and the ability to work in a team environment.