

Data Operations Specialist (R-16342)

Description

Why We Work at Dun & Bradstreet Dun & Bradstreet unlocks the power of data through analytics, creating a better tomorrow. Each day, we are finding new ways to strengthen our award-winning culture and accelerate creativity, innovation and growth. Our 6,500+ global team members are passionate about what we do. We are dedicated to helping clients turn uncertainty into confidence, risk into opportunity and potential into prosperity. Bold and diverse thinkers are always welcome. Come join us! Learn more at dnb.com/careers.

We are looking for a Data Operations Specialist to join us in Urdorf on a part-time basis.

You will be responsible for gathering information on debt enforcement and residential addresses, ensuring its accuracy and completeness as well as updating our database accordingly.

You'll analyze and validate data to provide reliable insights, generate reports for internal and client use, and support clients with inquiries. Adhering to data protection and compliance guidelines is integral to your role. Additionally, your structured approach and customer-oriented mindset will contribute to the efficiency and effectiveness of our operations.

Responsibilities

- Data Acquisition: Obtaining information on debt enforcement and residential addresses of companies and individuals on behalf of our clients.
- Data Maintenance: Ensuring that obtained information is accurately and promptly recorded and maintained in our database.
- Analysis and Validation: Verifying and validating the accuracy and completeness of the obtained data.
- Reporting: Generating reports and distributing relevant information to appropriate departments or clients.
- Client Support: Responding to inquiries and providing necessary information to our clients.
- Compliance: Adhering to all relevant data protection and compliance guidelines during data acquisition and storage.

Skills

- Completed commercial education program.
- Initial professional experience, preferably in a municipal or enforcement office, fostering a thorough understanding of legal and bureaucratic procedures.
- Proficient in German, with excellent English language skills, and proficiency in at least one additional national language such as Italian or French to facilitate effective communication.
- Demonstrated ability to work methodically, ensuring efficient handling of complex tasks and attainment of precise results.
- Team player and customer-oriented, adept at collaborating within a team and prioritizing customer satisfaction

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Hiring organization

Candidate-1st

Employment Type

Full-time

Beginning of employment

asap

Job Location

Urdorf – Switzerland

Working Hours

40

Base Salary

euro EUR 52K - 125K *

Date posted

June 4, 2024

@dnb.com.

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How the process will look like

Your teammates will gather all requirements within our organization. Then, once priority has been discussed, you will decide as a team on the best solutions and architecture to meet these needs. In continuous increments and continuous communication between the team and stakeholders, you're part of making data play an even more important (and understood) part withing Brand New Day.

Job Benefits

EUR 52K – 125K *