

Job Title	Data & Process Quality Coordinator
Employer/ Agency	Arms Wide
Job Description	<p>Job Summary:</p> <p>The Data & Process Quality Coordinator plays a critical role in maintaining the integrity and efficiency of data and processes within the organization. By implementing quality standards, optimizing processes, and providing training and support, this role contributes to the organization's overall success. This role involves a blend of analytical skills, attention to detail, and collaboration across various departments to maintain high standards of data quality and streamline operational processes.</p>
Qualifications	<p>Experience/Skills Required</p> <ul style="list-style-type: none"> • Bachelor's degree in information technology, Computer Science, Business Administration, or a related field. • Strong analytical skills with the ability to analyze complex datasets and identify patterns and trends. • Proven experience in data management, quality assurance, or process improvement roles. • Proficiency in data analysis tools and software (e.g., SQL, Excel, Tableau). • Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments. • Detail-oriented mindset with a focus on accuracy and precision. <p>Experience/Skills Preferred</p> <ul style="list-style-type: none"> • Training in the extended Reach platform as an Administrator a plus • Experience with process mapping and documentation techniques is preferred. • Knowledge of quality assurance standards and regulations is a plus. • Experience working with tracking, monitoring and reporting; information auditing and reconciliation
Salary/Hours	Full-time
Address	6925 Portwest Dr. Suite 110
City, State, Zip	Houston, TX 77024
Contact Person	Benny Benbow
Telephone Number	713-681-6991 (no phone calls please)

Fax Number	713-681-9089
Application Method	Please submit cover letter and resume at https://app.trinethire.com/companies/238191-arms-wide/jobs/90419-data-process-quality-coordinator
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.