



## Job Description

**Job Title:** Database Coordinator  
**Department:** Administration  
**Reports To:** Database Specialist

### **BASIC PURPOSE:**

This position will support the coordination of EFI's data collection, retention and policy procedures. The Database Coordinator is responsible for data entry, data integrity, research and basic technical support in relation to departmental databases. Duties include providing support to Database Specialist and to end users, as well as any additional clerical necessities.

### **ESSENTIAL ACCOUNTABILITIES or TASKS:**

- Perform collection and recording of data in accordance to company's data retention policy guidelines and standards.
- Sort and organize the data; both hard copy and electronic versions.
- Scan and quality control documents entered into databases per departmental standards and requirements.
- Perform eradication of electronic and hard copy files in compliance with standard company policies and procedures.
- Perform basic administrative functions as needed for document archival system, including, but not limited to, assigning/deleting user accounts, assigning user accounts to appropriate security profiles, and performing searches for Public Record requests.
- Provide basic training on document archival system for new staff as requested.
- Prepare and clean data as needed by Database Specialist.
- Assist with basic administrative duties to company's other databases as directed by Database Specialist.
- Provide basic end-user support to staff with company databases.
- Perform additional clerical duties as needed.

### **ACCOUNTABILITY: Impact and Scope:**

This position is not charged with financial accountability.

### **MINIMUM QUALIFICATIONS REQUIRED:**

- High School Diploma or equivalent
- Strong proficiency with Microsoft Suite.
- Accuracy and strong attention to detail.
- Excellent project management, interpersonal and research skills.
- Ability to work effectively in a team.
- A strategic and organized thinker with creative problem-solving skills.
- Demonstrates initiative and strong analytical skills.
- Organize workload in a busy environment and focus on multiple tasks.
- Adhere to strict confidentiality practices.
- Communicate clearly, concisely and effectively, both orally and in writing.

**PREFERRED QUALIFICATIONS:**

- Working knowledge of relational database design, optimization, and troubleshooting.
- Expert level proficiency with MS Excel.
- Basic understanding of SQL
- Experience with Document Management Systems; OnBase, Salesforce, or similar systems.

Send resume with salary history to: [hrdirector@enterpriseflorida.com](mailto:hrdirector@enterpriseflorida.com)

*EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.*