

**STPI**  
**Creative Workshop & Gallery**

**JOB DESCRIPTION**

Job Title	Admin / Data Officer (12 months Contract)
Department	Gallery
Reporting To	Head of Gallery
Subordinate(s) (if applicable)	NA

**Overall Job Objectives:**  
Primarily responsible in compilation of information, including determining data migration, reporting requirements format of report/data to deliver trusted data. The Data Officer shall work with multiple stakeholders to ensure successful migration of the data project.

- Core Responsibilities:**
- Understand and perform ETL based on industrial best practices.
  - Work with business stakeholders to understand data requirements and consolidate the current datasets from different sources.
  - Work with business stakeholders in gathering business requirements for datasets both qualitative and quantitative and its migration needs into the new data platform.
  - Contribute towards achieving high data quality based on industrial best practices.
  - Ensure completeness of datasets in meeting business requirements in new platform.
  - Ensure business stakeholders spend minimum time on data preparation by simplifying the data intake process.

- Job Specifications:**
- Degree / Diploma in relevant field.
  - Minimum of 5 years of relevant working experience in IT data projects and/or working within a data engineering sector.
  - Understand in-depth workings of RDBMS.
  - Completed at least 2 full cycles of end-to-end Data Migration.
  - Experience and/or knowledge of data management and migration best practices.
  - Strong people and communications skills to work with multiple business stakeholders in ensuring end-to-end data project delivery.
  - Self-starter with excellent problem solving and troubleshooting skills.
  - Process oriented with great documentation skills.
  - Knowledge of Filemaker will be an advantage.

- Key Deliverables:**
- Successful implementation of the data project.