



OPTK Networks is seeking a qualified Data Integration Specialist to add to the team. This position is key in enabling OPTK Networks to maintain accurate data used to evaluate and expand upon the successes of the organization. The Data Integration Specialist will be responsible for managing data, organizing, and conducting methodological support under the direction of senior management. In this position, data management includes data acquisition, cleaning, assessment of data quality, merging and appending of data sources, and identifying appropriate storage mediums. In addition, the Data Specialist will be tasked with managing strategic projects. This position is vital to the overall success of OPTK Networks by building foundational data sets to analyze and finalize growth decisions through upper management.

### **Primary Responsibilities**

- Evaluate and analyze information within Salesforce and other operational data bases for accuracy
- Merge many large data sources into a single, clean dataset; identifying and resolving gaps and discrepancies between related data sources including third-party platforms
- Ensure collected data is in the correct format with excellent quality and integrity
- Identify outliers in data and resolve discrepancies
- Produce reports and/or dashboards as needed
- Coordinate resources from within the organization and external vendors to execute multiple projects
- Monitor and manage project performance for successful achievement of short and long-term objectives
- Develop and maintain comprehensive project documentation
- This position will work in our Lincoln, NE office

### **Qualifications**

- Prior data entry/processing/administrative role experience
- Familiarity with Salesforce
- Proficient in Microsoft Office with emphasis on Excel
- Strong organizational skills, including meticulous attention to detail
- Proven to have a high level of proficiency with CRM platforms and reporting tools
- Experience building and editing reports being presented to upper management
- Experience in project management

### **Company Benefits**

- Company 401(k) match up to 6%
- PTO
- Paid Holidays
- Health, Vision, and Dental Insurance

**OPTK Networks is an Equal Opportunity Employer**