



Are you a proficient data expert with a strong passion for ensuring data accuracy and efficiency across multiple platforms? Do you want to be a part of a team and company that fails and learns together, in a role where you can have a real business impact?

As the **Data Integration Specialist**, you will have the opportunity to validate, organize and manage data, and conduct methodological support across a number of different business platforms in order to meet the current and future needs as the organization continues to grow. **Are you ready to be at the forefront of technological innovation and data management? We look forward to connecting with you!**

**Are you:**

**A DATA SAVVY WITH EXCELLENT ATTENTION TO DETAIL.** You understand the business implications and needs for data across various platforms, encompassing financial, network, sales, and CRM data. You have a keen eye for detail, ensuring that data is accurately and seamlessly mapped across various platforms.

**A SELF STARTER AND PROCESS DRIVEN.** You have a strong focus on structured workflows and established procedures and is proactive in seeking help when needed. You are confident to bring forward ideas for improvement or suggest changes in processes and workflows.

**INQUISITIVE LEARNER AND ANALYTICAL PROBLEM SOLVER.** You delve deeper into the specifics of the data world and seek to become a Specialist. You have strong analytical thinking and creative problem-solving skills to address complex data challenges able to think outside the box to find alternative solutions.

**ESSENTIAL DUTIES MAY INCLUDE:**

**Within the first 30 days:**

- Begins reviewing data across all software platforms and quickly becomes familiar with acronyms specific to OPTK Networks and the telecommunications industry. Creates a vocabulary list with definitions across all teams, focusing on standardizing the language used within OPTK Networks.
- Gains proficiency in the workflows and methodologies employed by colleagues, identifying their interdependencies and possible manual components to do their work.
- Initiates meetings with custom report writers to gain insights into their historical tasks and assignments, and gains familiarity with the reports currently generated using pre-existing datasets.
- Partners with the Director of Operations to understand current use of CircuitVision (CV) and collaborates with the Director of Strategic Initiatives to build a functional understanding of the data and identify the subsequent actions and strategies
- Collaborates with the CFO to leverage the existing financial dashboards in Sage and meets with the Director of Sales to access essential data including sales trends and forecasts.

**Within the next 3 - 4 months and ongoing:**

- Compiles a list of non-sanctioned data repositories to assess where data is being stored improperly. Performs cross-departmental data mapping to ensure consistency, and actively seeks opportunities to streamline report generation and provides feedback to management on the efficiency of existing reports.
- Assesses how to transition outsourced reports to custom report writers and explores possibilities for incorporating them into new or existing in-house platforms. Collaborates with third-party vendors to identify potential providers who can develop a new and advanced dashboard for OPTK Networks.
- Extracts data from CircuitVision and supports order reporting by measuring the efficiency of various processes, forecasting future outcomes, and assessing the accuracy of projections.
- Develops an in-house dashboard for essential data visualization and reporting purposes.

**Within the next 6 - 9 months and ongoing:**

- By the end of 6 months, determines which existing reports are essential for operations and identifies the key scorecard metrics for the leadership team and consolidates them into a single comprehensive report.
- Aims to simplify tasks, enhance operational efficiency, and streamline interactions with vendors and consultants through automation by always looking at the data and asking how can we do this better, maintaining or increasing accuracy.



**Within the next 9-12 months and ongoing:**

- Participates in conversations with consultants or third party vendors to enhance cybersecurity measures in adherence to formal security protocols, regulations, and practices.
- Studies and implements requirements for formal change control procedures & obtains compliance certifications. Discontinues operations/locations where it is not feasible to maintain records or data.
- By 12 months, generates reports directly from the system, provides guidance and recommendations on how to advance to the next technological level, and attends annual performance review with the Director of Strategic Initiatives.
- By 18 months, accurately estimate the effort required for small-scale to large-scale projects and recommends projects that will deliver the most value, with a top-down focus on their recommendations, to maximize the impact and value of projects in the current quarter.

**EDUCATION, SKILLS & EXPERIENCE:**

- ✓ 3+ years of experience working across various business platforms and toolsets (CRM, ERP, Inventory, etc.) to develop integrations and process workflows across a broad set of underlying systems and data types **required**
- ✓ 1+ years' experience mapping, moving, and manipulating data across multiple platforms, data validation, and designing along with creating reports **required**
- ✓ Demonstrated experience analyzing and streamlining data within CRM and ERP systems **required**
- ✓ Experience with open-source platforms and SNMP Statistics a plus; or a willingness to learn these **required**
- ✓ Proven ability to maintain multiple data integration, reporting, and integrity projects without compromising results **required**
- ✓ Prior experience with tax compliance software **a plus**
- ✓ Proven track record in collaborating with internal and external stakeholders that lead to efficiencies in processes and improved data integrity **required**
- ✓ Demonstrated understanding for large data sets across teams and departments and how to identify where to merge and streamline terminology used across an organization **required**
- ✓ Foundational understanding of finances including Accounts Receivable, Accounts Payable, and the financial cycle and how that maps within an accounting software **a plus**

**COMPANY BENEFITS INCLUDE:**

**Health:** Health, Vision, and Dental Insurance

**Well-Being:** PTO / Paid Holidays

**Financial Wellness:** Company 401(k) match up to 6%

**WHO WE ARE:**

Over the last 13 years, OPTK Networks have provided customers with exceptional reliability, company dependability, and first-class customer service. We began by building a state-of-the-art fiber-based network in Nebraska and as our network has evolved and expanded, so have the areas we serve. We bring connectivity to those in the community who are not able to get it otherwise and that is the most important work that we do.

Nebraska will always be where we started, and we will always remain true to our Midwestern values. There are no 'dumb' questions. We work well together and, even if we fail, we're learning and that is what is most important. We are a people company and it's important how we treat each other.