

*Forest2Market, Fisher International and Tecnon OrbiChem are three companies with a combined mission – to provide data, analytics, business intelligence and supply chain expertise to the forest products and chemicals industries. We are looking to fill the need for a Data Specialist for Forest2Market.*

## DATA SPECIALIST

Charlotte, NC

### Scope of Position

The successful candidate will be responsible for handling confidential data submissions from clients and all processes related to company standards using a variety of tools. Will monitor data integrity, inquire with clients on errors in data, and develop new processes for analyzing data more efficiently and error-free.

### Job Duties:

- Works with customers and data providers to ensure timely handling of data submissions and reporting deadlines
- Maintains organization and translation of data in standards set by the company using tools such as SAS, Microsoft Excel and Visual Basic Macros
- Recognizes business critical situations and escalates issues when necessary to address data issues that may affect deadlines or other delivery dates
- Works with Operations team and independently

### Job Requirements:

- Must have advanced Microsoft Excel experience (pivot tables, vlookup, and macro usage)
- Data Handling experience
- Data Entry experience
- Established organizational, analytical, and problem-solving skills
- Ability to prioritize multiple assignments and responsibilities to meet deadlines
- Must always maintain confidentiality with customer specific information
- Basic to Advanced Knowledge of other Microsoft products (Word, PowerPoint, Access)

### Desired Qualifications:

- Background in Accounting, Finance, Mathematics, Data Handling, or Computer Sciences

### Compensation and Benefits

- Compensation is commensurate with experience
- Benefits package provided

**Additional Information** - Please send resume to [careers@forest2market.com](mailto:careers@forest2market.com)

