FOREST2MARKET

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# Data Specialist - Charlotte, NC

At Forest2Market, we believe high-quality market information improves business performance, and we are dedicated to providing that quality on a consistent basis. With transactional data, industry experience and third-party independence, Forest2Market provides participants in the global wood products, paper and bioenergy/biochemical supply chains with business solutions that support fact-based decision making and planning.  Forest2Market has experienced significant growth since establishing its roots in the Southeastern US in 2000. We now offer solutions to forest products industries throughout North America, Brazil, Scandinavia, the Baltic States and western Russia, and we are actively expanding into Chile, Uruguay and the Australasian markets.

Over the last 12 months, Forest2Market has also vertically integrated to build a group of companies that offer data-based business solutions across complementary manufacturing sectors. Fisher International offers data, analytics and business intelligence capabilities to global pulp and paper industries, and Tecnon OrbiChem offers data and analytics to the petrochemical industry focusing primarily on chemical intermediates, synthetic fibers, and resins.

**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, vlookups, and macros 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