



Data Conversion Specialist

PBS Systems is currently seeking an individual to join the busy Data Distribution team as a Data Conversion Specialist. The Data Conversion Specialist provides expertise throughout all phases of the conversion process including data conversion, data validation, data analysis and documentation. The primary responsibilities include analysis of the data structures and standards, design and development of data conversion tools, execution of manual and automated converted data.

Responsibilities:

- Perform the data conversion from our new customers current software system into the PBS Software
- Responsible for determining the process and methodology for the data conversion
 - plan the data conversion
 - convert the data as per requirements
 - test and validate the conversion results
 - report the results to Install team
 - transfer the converted data to servers
- Create detailed documentation on all aspects of the data conversion and validation process
- Perform ad hoc tasks as needed related to data analysis, conversions such as receiving and transmitting files over the network, loading content into databases
- Interface with customers to understand data requirements/structure, solve problems, troubleshoot issues and ensure data integrity
- Work on project teams supporting other departments and installation needs

Qualifications:

Excellent verbal and written communication skills English
Strong analytical, organizational and problem solving skills
Action-oriented individual who excels in a multi-project pace environment
Works well both with a team and independently
Experience interfacing with customers, clients and non-technical users
Ability to embrace variety, structure, change and innovation
Strong understanding of Microsoft Access and excel

Sunday Scheduling may apply

If you have strong administrative and organizational skills please forward your resume to PBS Systems!



PBS Systems Group
