NDT Global is a leading supplier of ultrasonic pipeline inspection for the oil and gas industry. We provide comprehensive pipeline inspection and integrity management services around the world, with inhouse developed advanced pipeline inspection tools. To support our global Data Services Team in Houston, USA we are looking for an …

DATA MANAGEMENT SPECIALIST

Key Number US-543-013
Location Houston, Texas
Department Data Services
Career Level Junior

The objective of the Data Management Specialist is to perform data quality assessments on UT inspection data and optimize the data quality of inspection runs with specialized software, as well as support other areas within the Data Analysis organization.

Role and Responsibilities
- Receives, processes, and archives raw inspection data from Operations
- Performs database maintenance of all data
- Performs data quality assessments on ultrasonic wall thickness and crack inspection data for approvals on inspection runs
- Responsible for software error tracking and defining software improvements for the data analysis tools
- Reprocesses and adjusts ultrasonic inspection data to improve quality with specialized software
- Works together with the Manager Data Management in a global team and supports the Data Services Department on all tasks regarding inspection data and databases
- Reviews opportunities for cost savings and efficiencies at the position level
- Performs other job duties as assigned

Competencies / Skills
- Capacity to function in a multi-cultural, multi-discipline matrix environment
- Team player
- Ability to maintain utmost confidentiality when dealing with proprietary information and sensitive situations
- Speaks clearly and persuasively in positive or negative situations, plus listens and gets clarification
- Strives to build knowledge and skill
- Generates creative solutions and demonstrates attention to detail
- Gathers and analyzes information skillfully
- Follows instructions, responds to management direction, and keeps commitments
- Responds promptly to customer needs, solicits customer feedback to improve service, and responds to requests for service and assistance
- Aptitude to prioritize and plan work activities, uses time efficiently, plan for additional resources, set goals and objectives, and develop realistic action plans
- Ability to handle stress

Physical Requirements
- Must be able to remain in a stationary (standing or sitting) position 80% of the time
- Occasionally stand for several hours at a time
- Frequently move about the office to access office supplies and equipment
- Frequently reach shelves to place and retrieve office supplies and equipment
- Constantly position self to maintain equipment in office
- Frequently communicate with employees and other NDT staff
- Must be able to exchange accurate information
- Must be able to read instructions, labels, and other printed matter for business
- Occasionally move office supplies and equipment weighing up to 50 pounds within the office
- Rarely exposed to outdoor weather conditions
- Normally work in an office within the NDT facilities
- Work will involve using a computer, printers, and copiers, as well as general office equipment

Qualifications and Educational Requirements:
- Technical Associate’s Degree preferred; High School Diploma required
- Two (2) or more years of working experience on non-destructive testing
- Good knowledge of Microsoft Office tools (Word, Excel, and Access) and other databases
- Knowledge of non-destructive ultrasonic testing and/or material technology preferred
- Knowledge of ultrasonic wall thickness and crack inspection data preferred

Our Benefits
- Great long-term career prospects
- Individual opportunities for career development
- Attractive salary system
- Flexible working hours

If you are interested in this advanced opportunity in a dynamic and successful international environment, please send us your CV in PDF format by e-mail or fill out our form on our homepage including your desired salary and availability. Please refer to the reference number of this job offer.

NDT Global LLC
Talent Sourcing, People Operations
hr.us@ndt-global.com