



Department: Settlement  
Reports to: Data Mapping Supervisor  
FLSA Status: Non-Exempt

Revised Date: 01/27/2010

## **Data Mapper**

### **SUMMARY**

This position requires data to be mapped within various Big 6 files. Data is received from various sources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

#### **Big 6:**

- Enter new manufacturer's
- Enter new manufacturer's product information
- Categorize manufacturer's products
- Move manufacturers' products and aliases from one manufacturer to another
- Cross reference the operator to the parent using operator maintenance or Vtrak-P in CMS
- Return mail (update addresses via searching the web, making phone calls to validate info, inactivate operators, and document the comment field
- Enter new operators from various sources including CMS
- Update operators' information from various sources
- Link the distributor customer number to the operator via distributor maintenance
- Link operator info in all CMS files
- Assign a segment to the operator via operator maintenance, operator segment assignment, or excel files
- Identify duplicate records within Big 6 or other sources and update
- Link operators to chain or independent
- Update & cross reference product lines given on the AB/OG Manufacturer excel worksheet or other sources

#### **Other duties such as:**

- Assisting the Settlement department with verification of claims during the peak seasons., when the Data Mapping department is not busy.
- Assisting with building agreements for ValuTrak

### **QUALIFICATIONS**

- Basic required typing speed of 35-40 wpm. Numeric speed 8000 KSPH
- Candidate must possess data entry skills which includes the knowledge of standard abbreviations used by the US Post Office.
- Applicant must be extremely accurate and thorough, good at researching data, and be able to work independently following established guidelines.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or equivalent
- Data entry experience is required.

### **COMPUTER SKILLS**

- Basic working knowledge of Excel
- Must have strong internet usage capability
- Must be able to access and update multi screens of data at one time.
- Applicants who elect to work from home must have their own computer and be able to bring it into the office for the necessary updates in order to perform the job.