CHIEF EXECUTIVE GROUP - DATABASE SPECIALIST
(VIA WAYUP)

Posting ID: EM18618264
Company: Chief Executive Group
Company Website: https://chiefexecutive.net/
Work Location: Nashville, TN
Position Type: Full-Time
Salary: $30,000 - $45,000
College Major(s): Electrical/Computer Engineering (EE/CpE), Computer Science (CS)
College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

Chief Executive Group is the leading community for US business leaders. It publishes Chief Executive magazine (published since 1977), chiefexecutive.net, Corporate Board Member magazine and boardmember.com, as well as conferences and roundtables that enable CEOs and corporate board members to discuss key subjects and share their experiences with their peers. The Group also runs the Chief Executive Network, the leading CEO membership organization arranged by industry, and facilitates the annual "CEO of the Year," a prestigious honor bestowed upon an outstanding corporate leader, nominated and selected by a group of peers.

Visit www.chiefexecutive.net, chiefexecutivenetwork.com, and boardmember.com for more information.

Roles and Responsibilities

We’re seeking a database specialist to join our team and support the ongoing maintenance and updating of our database of US CEOs, board members, and executive leaders.

You’ll join our Brentwood, TN database team of three, and will work closely with the team to process and verify information fields in our Access database of US companies and their leadership positions. In this role, you’ll also be responsible for reviewing information gleaned from internet research and determining the completeness and accuracy of such information prior to including it in the database.

Specific job responsibilities for the Database Specialist include:

- Performing online research on publicly traded companies (i.e. NYSE, NYSE American and NASDAQ stock exchanges) and their CEOs, board members, and senior executives, and inputting newly-acquired data into the database
- Assisting in collecting and updating data related to the circulation of our magazines (Chief Executive and Corporate Board Member)
- Running reports that assess data quality and performance
- Cleansing data and removing duplicate or inaccurate information
- Documenting all changes and updates to the database for management review

**Education and Qualifications**
The Database Specialist will need to possess strong judgment and a willingness to learn and ask questions that will help to uphold the quality of the information in our database.

Specific qualifications for the position include:
- Experience working with databases or CRMs, as well as strong attention to detail and excellent organizational skills.
- Strong computer skills, including experience working with and performing queries in Microsoft Access (training available)
- Basic understanding of businesses and title structures, a plus

**How to Apply**