



O&M Data Processing Specialist

OVERVIEW

This is an excellent opportunity for young professionals to develop skills in data management, including extracting, organizing, and cleansing complex datasets. Using Agile Handover's software, the role focuses on processing Facility Operation and Maintenance (O&M) documentation to extract mission-critical tags for quick document retrieval. The documentation includes CAD building plans and equipment-related records essential for facility operations.

This position combines basic data mining and data structuring concepts with hands-on training, making it ideal for candidates who enjoy transforming data into actionable information.

DUTIES AND RESPONSIBILITIES

The candidate shall have the responsibility of performing the following duties:

1. Process Facility documents using Agile Handover's software
2. Identify and categorize building drawings, O&M manuals, and other facility documents.
3. Extract asset types and associated data from documentation
4. Review data for errors or inconsistencies, correct as needed, and ensure accurate output
5. Complete and review Project Tracking Activity Report with Agile Handover
6. Submit and review monthly time sheets with Agile Handover

REQUIREMENTS

The candidate shall adhere to the following requirements:

1. Apply best-practice data extraction and data modeling techniques and procedures
2. Comply with data integrity, quality, security, and privacy policies
3. Possess strong computer skills, including proficiency in Excel. Familiarity with regular expressions (regex) and JavaScript is a plus but not required.
4. Ensure proper use of office equipment and address any malfunctions

WORKING HOURS

This is a full-time, **40-hour-per-week** position that requires you to work virtually from home. Candidates must have access to their own reliable computer or laptop and high-speed internet to perform job duties effectively. The work involves sensitive information and cannot be conducted over public Wi-Fi networks to ensure data security.

APPLY HERE

<https://www.agilehandover.com/contact-us/>

Enter your information and we will get back to you right away.
