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InterAction Data Steward

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Company: LAW Absolute

Location: London Area

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InterAction Data Stewardlaw firmwith InterAction CRMmonth FTCA global law firm is looking to recruit an InterAction Data Steward to playing a key role in the relaunch of InterAction in their London office. An important element of the role will be ensuring that best practices are put in place for the entry and upkeep of data in InterAction going forward.Duties and ResponsibilitiesMaintain mailing lists and clean the data to ensure contact information is Enter new contacts into InterAction and verify new entries for proper formatting as per firm data standards.Maintain guidelines, processes and best practices.Generate searches and reports for the Business Development team.Provide user support and advice on InterAction when necessary.Streamline data access and sharingHelp to ensure the firm adheres to GDPRThe successful candidate will have a solid understanding of the CRM system InterAction gained at another law firm. **Please note that candidates without InterAction CRM experience will bot be considered.**

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