**Data and Reporting Specialist**

The Berks County Intermediate Unit has a full-time Data and Reporting Specialist position available. The Data and Reporting Specialist is responsible for the data entry of information and maintenance of database systems, records management systems and applications utilized by the Office of Human Resources. This position is responsible for the accuracy, efficiency and retrieval of processed data and files. Additionally, this position is responsible for fostering, maintaining and promoting positive relationships with the Office of Human Resources’ customer base. Associate's Degree in personnel, business administration, or a related field or five (5) years equivalent experience required. View the complete job description and apply online at [www.berksiu.org/jobline](http://www.berksiu.org/jobline). EOE.