



<https://www.premierpersonnelgroup.com/find-a-job/database-specialist/>

Database Specialist

Description

We are seeking a detail-oriented **Database Specialist** to maintain the accuracy and integrity of our membership database. In this role, you will manage member records, process applications and renewals, support event registration, maintain billing and group accounts, generate reports and queries, and ensure data quality across the organization.

Responsibilities

- Maintain and update membership records in the database.
- Process new memberships, renewals, reinstatements, and account changes.
- Set up programs, events, and registrations.
- Generate reports, queries, and rosters for membership, billing, and events.
- Maintain billing records, group memberships, and committee rosters.
- Perform data cleanup, record validation, and ongoing database maintenance.
- Support annual meetings, renewal cycles, and other high-volume projects.
- Assist with data imports, exports, and batch updates.
- Follow data privacy, security, and confidentiality standards.

Qualifications

- Bachelor's degree or equivalent experience.
- 2+ years of database, records management, data processing, or similar experience.
- Strong Microsoft Excel skills, including sorting, filtering, formulas, and data cleanup.
- Experience writing database queries and generating reports (SQL or similar tools preferred).
- Excellent attention to detail, organization, and ability to manage multiple priorities.
- Experience with iMIS, Personify, NetForum, Fonteva, or another association management system is a plus.
- Experience with billing, invoicing, or membership organizations is preferred.

This is an excellent opportunity for a highly organized professional who enjoys working with data, improving processes, and supporting a mission-driven organization through accurate database management.

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Non Profit

Job Location

New Brunswick

Base Salary

\$ 45k - \$ 50k

Working Hours

M-F 9am to 5pm