



Implementations Specialist Job Description

Data Systems of Texas is a leading provider of software for the credit union industry under the Brand of Sharetec Software. We are currently hiring for an Implementations Specialist position. We are seeking a professional, service-driven individual to help implement our Software and ancillary products. The ability to manage projects, think analytically, be organized, meet deadlines, and communicate with customers is extremely important.

Organizational Role:

The primary responsibility of the Implementations Specialist is to effectively lead and manage various projects that result from new system and ancillary product sales. The Implementations Specialist will report to the Implementations Supervisor, but will have increasing autonomy as job knowledge, organizational abilities, and time management skills are demonstrated. The Implementations Specialist will need to be able to simultaneously lead multiple projects. He/she will work with management to ensure that project deliverables are on-time and fully functioning on delivery.

Implementations Specialist Job Responsibilities (list is not all inclusive):

- Manage projects for new sales and internal sales to existing customers.
- Track the progress of projects to ensure completion in the timeframe allotted.
- Coordinate with other departments and third parties to ensure the Project scope is understood and timelines are met in a timely manner.
- Develop new project timelines and tasks for newly created projects.
- Analyze on-going projects to determine most efficient methods for completion.
- Maintain information in project management software to ensure that all projects are current and documented properly.
- Improve and maintain training materials and product documentation.
- Other management requirements as directed.

Skills required:

- Working knowledge of MS Word, Excel, PowerPoint and Publisher.
- Credit Union management and/or Project Management experience is required.
- Prior Experience with Salesforce is a plus.
- Ability to supervise multiple projects running simultaneously.
- Strong organizational skills.

This position includes a complete benefit package with competitive salary, paid time off, medical, 401k, and an outstanding work environment. Candidate must pass a background check at Data Systems expense before employment is offered. We are leaders in our industry, and we offer an excellent opportunity to become a part of a professional organization with an energetic, upbeat culture. Visit www.datasystx.com to learn about our superior products and services!