Here is a list of the talent and technical skills needed for 2 or 3 positions.

**Data Processing and Standardization Assistant - Part Time / Full Time**

- Proficiency in Microsoft Access, Excel, and other MS Office applications.
- Understanding of Relational Databases and Referential Integrity.
- Ability to manage and manipulate raw data in DBF, CSV, TSV, TXT, etc.
- Understanding of, and ability to use, DOS commands in managing raw data.
- Detail-oriented self-starter, with ability to deliver quality results in a fast-paced, deadline-driven environment.
- Knowledge of Real Estate and MLS transaction concepts a plus, but not required.

The position will start as an hourly role, allowing candidates flexibility in the times of day they work, and will allow for attendance at classes as they may require. There are also opportunities for use of the RDS work product as college-level research projects as may be needed for graduation requirements. If the employee remains at RDS to become a salaried staff member, there are definite career path opportunities, including competitive compensation and benefits packages, such as full health insurance benefits, 401(k) plan contributions and corporate matching, and participation in our profit sharing bonus plan, paid quarterly.

RDS is an equal opportunity employer.

Patrick Veling
Industry Analyst & Consultant

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