

### Senior Data Processing Executive

Department: Operations  
Location: 50 Featherstone Street, EC1Y 8RT, Central London  
Reports To: Operations Manager  
Hours: Full Time (37.5hrs)

*YouGov is a leading online Market Research company with offices around the world. We are currently recruiting for a Senior Data Processing Executive to work in the London offices within our busy Operations department. You will be part of a small, friendly and sociable team which provides the research teams with the operational services they require to offer quality consultancy on a wide variety of topics.*

*Alongside other data processing execs, a general operations exec team, technical creatives and survey scriptwriters, you will be part of an Operations team which strives to produce accurate results every time and supports the rest of the company in delivering innovative and robust research solutions.*

*The successful candidate will be provided any relevant training and support needed to carry out the role.*

#### Overall Objective

- Data processing and tabulation as internal support for researchers to aid them in their client relationships

#### Key Responsibilities

- Using Dimensions, Reports for surveys (Desktop Reporter) and SPSS statistics to prepare and process survey data for tabulation.
- Data cleaning and validating and tabulation in SPSS, Dimensions and Reporter.
- Running bespoke project analyses for consulting groups
- Managing data preparation and tabulation on long running tracker projects
- Using experience to liaise with internal clients, advising on best practice and assisting with problem solving
- Managing workload autonomously
- Assisting the DP team in introducing and maintaining efficiencies within the department (e.g. automation of processes)
- Supporting junior members of the DP team with any training needs on a day to basis
- When required, assisting the Ops manager in ensuring the Data Processing team is producing accurate data deliverables using the most efficient methods, within deadline.
- To maintain good working relationships with internal clients through continuous and open communication, ensuring they are kept up to date on current events within the DP team.
- To ensure both internal customer and panel satisfaction and to represent YouGov plc in a professional and ethical manner at all times. To ensure queries not relevant to the department are passed on to the relevant contact or department promptly.
- To protect YouGov plc in all customer relationships and act with integrity at all times.
- To ensure all reporting and management requests are accurate and delivered on time.

#### Skills required

- Excellent interpersonal skills
- Excellent attention to detail
- Strong initiative and negotiation skills
- Problem solving, analytical and numerical skills
- Ability to deliver results, meet deadlines and manage time effectively
- Excellent customer focus and handling skills
- Excellent written, oral and electronic communication skills
- Ability to understand databases (basic administration and structure)

#### Personal attributes

- Self-discipline
- Self motivation
- Positive attitude
- Excellent organisational skills
- Professional attitude

#### Education and qualifications

- SPSS Dimensions: knowledge and experience essential
- Minimum of 3 years experience in a similar role
- Some programming experience (i.e. VBA) essential
- Experience in analysis/tabulation in a related role essential
- Intermediate Excel skills (Excellent Excel skills preferred)
- SPSS: some knowledge and experience preferred
- Degree/HND in data related or computing subject preferred

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.

All YouGov plc employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.

Please send your CV and covering letter to [vacancies@yougov.com](mailto:vacancies@yougov.com)