

Data Processing Executive

Department: Operations
Location: 50 Featherstone Street, EC1Y 8RT, Central London
Reports To: Deputy DP 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 Data Processing Executive to work in our London office within our busy Operations department, which strives to produce accurate results every time and supports the rest of the company in delivering innovative and robust research solutions.

You will receive extensive and structured training in Dimensions Base Professional (if required).

Overall Objective

- Data processing and tabulation using Dimensions (Base Professional)

Key Responsibilities

- Using Dimensions (Base Professional) to prepare and process survey data for tabulation
- Data cleaning and validating in SPSS, Survey Reporter and Dimensions (Base Professional)
- Running bespoke project analyses for consulting groups
- 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

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

Education and qualifications

Essential:

- 2+ years' experience in market research data processing/analysis/tabulation
- Intermediate Excel skills

Preferred:

- Excellent Excel skills
- SPSS: some knowledge/experience
- Dimensions: some knowledge/experience
- Programming experience (i.e. VBA)
- Degree/HND in data related or computing subject

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