

Data Processing Executive, Romania

Department: Operations
Location: Bucharest
Reports To: Head of data operations, Romania.
Hours: Full Time (40 hrs)

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 new Data Operations unit in Bucharest. You will be part of a medium sized, newly established team which will provide operational support to research teams in Europe, the USA, the Middle East and APAC, enabling them to offer quality consultancy on a wide variety of topics.

Alongside other data processing execs 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 self-motivated, a confident communicator and a great team player who is able to pick up new systems and programming languages quickly. This is an exciting new chapter for YouGov and we are looking for a team of people who are demonstrably enthusiastic about becoming part of that.

Overall Objective

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

Key Responsibilities

- Using our in-house developed, python based software, Quantipy, to prepare and process survey data for tabulation (*all the relevant training and support needed to carry out the role will be provided*)
- Running bespoke project analyses for consulting groups
- Using experience to liaise with internal clients, advising on best practice and assisting with problem solving
- Management of own workload to ensure that deadlines are met and standards are achieved
- Assisting the DP team in introducing and maintaining efficiencies within the department (e.g. automation of processes)
- To maintain excellent record administration so as to have an accurate log of work carried out as part of the service

General

- 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

- Fluent in English
- 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 / mrStudio: some knowledge and experience preferred
- Knowledge of python preferred
- 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 saqi.sheikh@yougov.com