

Senior Data & Deliverables Executive EMEA

Department: Operations
Location: 50 Featherstone Street, EC1Y 8RT, Central London
Reports To: Associate Director, Data & Deliverables EMEA
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 & Deliverables Executive EMEA which will be based in the London office. Under the guidance of the Associate Director, Data & Deliverables EMEA you will work with DP and reporting teams across all EMEA hubs to produce accurate results in an efficient and innovative manner. The successful candidate will be provided with the training necessary to bring their prior experience (at least 3 years in a data processing role) more in line with the specific requirements of the position.

Overall Objective

- Assist the Associate Director, Data & Deliverables EMEA in achieving regional strategic objectives by providing expert technical and procedural support and assistance to EMEA DP and reporting teams

Key Responsibilities

- Providing technical support for EMEA DP teams on an ad-hoc basis
- Providing best-practice advice to EMEA DP teams regarding large or complicated projects
- Supporting hub template champions during EMEA update cycles to close as many tickets as possible
- Updating and re-releasing the EMEA template at the end of each development cycle
- Writing and maintaining development and training material for EMEA DP and reporting teams
- Providing structured and ad-hoc training for EMEA DP teams (some travel may be required)
- In the execution of all key responsibilities, fostering a positive, mutually-beneficial working relationship across all EMEA DP and reporting teams
- Ensuring 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
- Protecting YouGov plc in all customer relationships and act with integrity at all times
- Ensuring 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
- Innovative and creative approach to problem solving
- Ability to deliver results, meet deadlines and manage time effectively
- Excellent written, oral and electronic communication skills
- Ability to understand databases (basic administration and structure)

Personal attributes

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

Education and qualifications

- 3 years of experience in analysis/tabulation in a related role essential
- Base Professional (DMOM, TOM): advanced knowledge and experience preferred
- Base Professional (IOM): some knowledge and experience viewed favourably
- SPSS: some knowledge and experience preferred

- Excel: advanced knowledge and experience preferred
- PowerPoint: some knowledge and experience preferred
- VBA: some knowledge and experience preferred (Excel, PowerPoint)
- Python/IronPython: some knowledge and experience viewed favourably
- Degree/HND in data related or computing viewed favourably
- Degree/HND in mathematics and/or statistics viewed favourably

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