

Data Manager

JOB SPECIFICATION

Employer	Data Locator Group Ltd	Reports to	Head of Data
Hours	Mon to Fri 9am - 5:30pm (Full Time)	Salary	Competitive
Location	64 Clarendon Road, Watford, Hertfordshire, WD17 1DA.		

Job Purpose

To manage the data management processes and work load for specific databases maintained by the Company. To lead and undertake ad-hoc project work as required.

Key Responsibilities:

- Manage the day to day running of the data management processes:
 - Manage internal/external data feeds
 - Manage data cleansing, ensuring data quality, integrity and protection
 - Administration of database management processes
 - Dealing with day-to-day running of all internal databases
 - Carry out data segmentation and selections
 - Build of Faststats system (internal CRM system)
 - Update and enhance current data cleansing rules
 - Advise internal stakeholders on campaign performance
 - Main point of contact for data management Account teams
 - Working with internal teams to ensure data is captured and loaded correctly
 - Developing robust quality checking processes to ensure errors are removed at source
- Responsible for ad-hoc project work:
 - Taking the lead on data projects
 - Analyse large complex data sets to generate actionable insight
 - Deliver findings to key stakeholders
 - Assessing business needs in regards to data requirements and acting on findings
 - Implementing continuous improvement projects
 - Outputting of data files
 - Data matching jobs
 - Data append jobs
- Provide cover and support to the Head of Data

Key Skills and Experience:

Essential:

- Experience of Data Management systems
- Experience in Transact-SQL
- Experience in a SQL environment - SQL 2008/SSIS/DTS
- Experience of Transactional databases
- Experience of data manipulation and ETL software
- Experience working with consumer data sets across all channels (postal, email, telephone, mobile)
- Experience of managing projects
- Experience drawing insight from large data sets
- Experience communicating and presenting data/insights to a range of stakeholders

How to apply

Email your **CV** to:

HR Manager at recruitment@dlg.co.uk