



Data Administrator

Location: Borough, London

Competitive salary dependent on experience. Company performance-related bonus, healthcare insurance & wellbeing benefits.

Liv-ex is the global marketplace for the wine trade, with over 550 members worldwide. We offer business services that span trading, data, fulfilment and automation technology to a diverse group of wine businesses – from ambitious start-ups to established merchants.

Our goal is to make fine wine trading more transparent, efficient and safe for the benefit of our members and the market as a whole. We are hard-working, committed yet informal, energetic and action oriented.

Founded in 2000, Liv-ex has grown to serve a growing number of merchant members with a broadening range of services. We help clients and other stakeholders to better understand the fine wine market and identify opportunities to profit.

Summary Purpose

Our data team are looking for Data Administrator to help us expand our coverage on relevant information for wine merchants. Supervised by the Senior Data Administrator and reporting into the Head of Data the role includes activities around collecting, standardising and uploading data to our system. The role is ideal to learn and understand more about wines from all around the world.

Responsibilities

- Downloading, transforming, matching and uploading wine information to Liv-ex (including price lists, auction data, critic scores and ad-hoc matching projects).
- Liaising with Account Managers to ensure we are collecting the correct data on an appropriate frequency
- Dealing with clients in collaboration with Account Managers in order to troubleshoot issues surrounding their data
- Action the LWIN Standards across the database together with the LWIN team
- Ensuring the continued health of the database through holistic LWIN creation and review with the LWIN team

Requirements

Essential:

- Good working knowledge of wines and spirits and a desire to grow that knowledge
- Strong attention to detail, a sense of ownership and an ability to troubleshoot issues
- A good communicator and able to collaborate with other departments (notably the wider LWIN team/community and the sales team)
- Able to work on repetitive tasks on a regular basis (likely to spend at least 1/2 a day matching and uploading lists in the short-medium term)
- Agile and able to react quickly to changes in procedure
- Able to see themselves fulfilling that role for at least 6 months
- Basic working knowledge of MS Office

Desirable:

- Knowledge of SQL
- Knowledge of VBA and Power Query Editor

To apply, please send a copy of your CV with a cover letter to outline why you are interested in this opportunity to Oscar Malek (Oscar@liv-ex.com).