

Data Administrator

Location: Borough, London

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

An exciting opportunity for a talented individual who is looking to begin or pursue a career in wine and data.

About Liv-ex

With over 630 members worldwide, Liv-ex is today the global marketplace for the wine trade.

We offer a multitude of business services covering trading opportunities, data, logistics and various automation technologies; aimed at a diverse group of wine businesses, from ambitious young start-ups to established merchants and traders.

Our aim is to make the wine trade more transparent, efficient, and safe, for the benefit of our members and the market as a whole.

We are hardworking, committed and action oriented, retaining a valued neutrality in the market.

Founded in 2000, Liv-ex has grown to serve a growing number of members in the B2B sector, with an ever-expanding range of services. We help our members and other stakeholders to better understand the fine wine market and identify profit opportunities.

Summary Purpose

Belonging to the Data Operations team, as Data Administrator you will help support a team of Data Engineers in cleansing and categorising inbound data from a variety of sources to a high standard. This will largely involve mapping this data, which will mostly be wine-related, to Liv-ex's internal product ID (LWIN). For this reason we are looking for a highly inquisitive and detail-oriented individual who has a working knowledge of wine, its regions and producers.

The Data Operations team has set an ambitious target of massively increasing their data collection reach in the coming years, to include a widening range of wine-related data points. You will play a crucial role in assisting the sourcing, wrangling and matching of this data to Liv-ex's internal codes. This will largely involve receiving data from various sources, including that which is shared by our clients as well as scraped from the internet, and transforming it into a usable format before using Liv-ex's proprietary tools to match the data to LWIN. You will be responsible for helping to maintain the health of the LWIN database and to produce excellent record keeping. There will be ample opportunity for the right person to learn new skills related to data engineering, process automation and database management.

Responsibilities

- Responsible for sourcing and transforming wine-related data from various sources
- Ensure that data is mapped to Liv-ex's internal product ID (LWIN) to a very high standard of accuracy

- Communicate with customers and internal stakeholders on data-related topics
- Ensure that data collection deadlines are being met and prioritise accordingly
- Assist in maintaining the ongoing health of the LWIN database
- Strive for efficiency and accuracy across all data-related operations
- Work in an open, transparent and collaborative manner, sharing good practice and seeking to continuously improve the quality of outputs

Knowledge, Skills and Experience

- A working knowledge of wine and the wine industry is essential, with a keen desire to further develop this knowledge
- Prior experience within the wine industry is desirable but not mandatory, as is experience in data administration
- Intermediate skills using MS Excel are required, with knowledge of VBA considered a bonus
- Knowledge of SQL/relational databases is desirable but not required
- Critical thinking and problem solving
- A team player, with an approachable and inquisitive attitude
- Logical and efficient, with excellent attention to detail
- Ability to work in a constantly evolving environment
- A wine-related qualification such as WSET is highly desirable

To apply, please send your CV with a cover letter detailing why you are interested in this role to clientresourcing@strattonhr.co.uk.