

Data Executive – 3 months temporary

ROLE PURPOSE

This is an opportunity for an inquisitive and organised individual to become part of a growing team within The Instant Group. The Data Executive's purpose within Instant's research team is to cleanse our growing data base and backfill relevant information within the database. Using external sources and primary research the Data Executive will look to build a comprehensive data set of companies operating within the fast-growing market of Flexible workspace

The wider research team provides knowledge across the Instant business while providing insight to external companies using Instant's industry leading data. With the industry continuing to evolve and see high growth the team aim to provide a clear picture of its size, the changing customer base and key insights relating to performance.

The role will involve primary industry research using online search engines to build our knowledge of new businesses within the industry. Alongside this function the role will support the development of our internal database which aims to provide industry leading content to the Instant business.

KEY RESPONSIBILITIES

Data Cleanse of Existing Database

- In line with an internal data audit, review the data within our database and cleanse the data for several key global markets.
- Ensure the data is accurate and up to date and all fields are completed or in line with present parameters.

Create Additional Data Points

- Where data is missing, the role will require the individual to conduct online research or use secondary sources to back fill the required information.
- On occasion the individual will be required to call partner companies to ensure all data points are captured.

BACKGROUND AND EXPERIENCE

- An inquisitive mindset and research or analytical experience
- Strong attention to detail
- Excellent written and verbal communications skills
- Proficient in the use of the Microsoft office suite (Excel)
- Ability to work to targets as part of a team

KEY SKILLS AND COMPETENCIES

- Exceptional organizational skills, a self-starter, excellent communication skills, flexible and adaptable approach to work
- Experience in data entry
- Detail orientated, self-motivated

MEASURES OF SUCCESS AND KEY STAKEHOLDERS

- Accurate input of data
- Successful sourcing of external data points

KEY STAKEHOLDERS:

- Head of Research and Insight

Working at Instant

About The Instant Group

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. Instant places more than 7,000 companies a year in flexible workspace such as serviced, managed or co-working offices including Sky, Network Rail, Capita, Serco, Teleperformance, Worldpay, and TMF making it the market leader in flexible workspace.

Its listings' platform [Instant Offices](#) hosts more than 12,000 flexible workspace centres across the world and is the only site of its kind to represent the global market, providing a service to FTSE 100, Fortune 500, and SME clients. With offices in London, Newcastle, Berlin, Haifa, Dallas, New York, Miami, San Francisco, Hong Kong, Sydney, Singapore, and Kuala Lumpur, The Instant Group employs 230 experts and has clients in more than 150 countries. It has recently been included in the 2018 Sunday Times' HSBC International Track 200.

A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been rated as one of the best small companies to work for and as one of the top companies with the fastest-growing international sales by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mind-set.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will be based at our head office at the Blue Fin Building in Southwark but may be required to work on a client site. The building boasts amazing views over London with café, coffee shop, roof terrace and paid gym in the basement.

The area itself (Bankside) is one of the oldest parts of London – entrepreneurs, artists and revellers have flocked here for almost 2,000 years. It is one of London's most vibrant areas, with a heady mix of culture, foodie delights, attractions and architecture. Bankside was once known as London's larder, it's a title that lives on today in the fresh produce of Borough market and the wealth of fine restaurants, pavement cafes and shops surrounding it.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Alice Mitchell:

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