



We are now looking for a **PRODUCT DATA ADMINISTRATOR** to join our team.

BigUpData provides data for marketing and insight purposes to the Telecoms industry. We have a close team of less than 10 (but growing) friendly people in Oxford passionate about delivering great service and solutions to our customers in the Telecoms space. We have a number of platforms and techniques in play, extracting data from the web and pumping it into our database for further processing.

If you know the importance of getting information right and are happy to use your initiative, we would like to hear from you. Salary: £18-22K depending on experience. For more details email [enquiries@bigupdata.co.uk](mailto:enquiries@bigupdata.co.uk) with your CV and a few words about yourself.

The position would be a great match for someone looking to start a career in databased / information technology.

**Essentials:**

- very good computer skills (you don't think Linux is scary);
- accuracy, attention to detail;
- ability to remain organised and focused;
- previous experience in similar position not essential as full training will be provided.

**Daily responsibilities:**

- product and service creation and curation in our database;
- handling incoming pricing information; exception reporting;
- proactively performing an audit of existing data being extracted to ensure it remains fit for purpose, making any necessary changes and raising issues as required;
- research for internal projects;
- internal reporting.