

Content Team Executive

Roxhill

London, UK & Remote
Permanent
£26-£28,000 per annum

The background

Roxhill (www.roxhillmedia.com) was launched in 2013 by a small team of industry veterans with a vision to disrupt the Public Relations communications sector. We have built a real-time, data-led media intelligence platform that gives PR and media professionals the tools and insight to understand by whom, and where, in the media their brands, products or topics are being discussed. Through Roxhill, the PR engages and develops mutually beneficial relationships with key figures within the media industry.

Fast forward a few years, and Roxhill now has over 1000 Blue chip and corporate clients, 40 staff based in WeWork (Bank) office.

What's next?

We already have an expansive footprint across all key corporate, financial and consumer sectors. We have ambitious plans to continue our expansion and broaden our data and content offering across the global media landscape, as part of this we are expanding our Data & Content team.

What are we looking for?

Our data and content is at the heart of Roxhill. Our product relies on our data being of the highest, extensive and most accurate quality. We have an exciting opportunity for someone who is as passionate about data as we are, to join our Data & Content team. You will have previous experience in working with large data sets and you will hold high levels of both accuracy and attention to detail. As part of this team you will work to maintain and improve the quality and quantity of journalist and outlet profiles held within the Roxhill database to make sure they meet our high standards of quality and accuracy. We want to ensure our clients are using the most accurate, extensive data maintaining Roxhill's place as the go to product for the most accurate and extensive data.

Your specific responsibilities:

- Build and enrich the core data of Roxhill through daily tasks and projects
- Maintain the structure & organisation of data within the Roxhill database
- Support monthly data cleansing tasks
- Manage and respond to client feedbacks/queries in a timely, professional and organised manner
- Work with our Sales and Client teams in relation to client data needs to assist on-boarding
- Support the client list process, liaising with both our Tech and Client teams

What skills, experience and attributes are we looking for?

- Advanced Excel skills, for example comfortable using V-lookups, pivot tables and macros etc
- Previous experience of working with large data sets
- Understanding and proven working practice of GDPR
- High level of accuracy and attention to detail, desire to get it right first time
- Ability to multi task on projects
- Reliable and able to work to tight deadlines, sometimes under pressure;
- Excellent communication and presentation skills, both written and verbal

What's in it for you?

This role will allow someone to play a key part within an ambitious and growing company. We have a strong focus on personal development and trying new things in a collaborative work environment. A healthy work/life balance is a key part to achieving. We are usually based in a new WeWork office in the heart of the City of London, with games, free snacks and drinks, regular events and an onsite café. For the time-being the team works from home, and all options for remote working are under consideration.