

Data Quality Auditor Vacancy – Job Specification

Remote • Half-Day (4,5 hours) (Mon to Fri) • R102,000 per annum

The key role of the Data Quality Auditor is to ensure our database is as accurate and comprehensive as possible, providing a complete map of the current market. The database is organised into 'research universes', which list all the people who fulfil similar roles across the market – for example, all the UK Institutional Salespeople, all the Chief Investment Officers, etc.

The core responsibilities of this role:

- Conducting ongoing checks of the data contained in the database against LinkedIn records and similar sources to see whether contacts have either moved jobs or been promoted and then updating any changes found within their records;
- Ensuring that all documents sent to client are accurately recorded on our database and systems;
- Ensuring that the information within the database is accurately organised and recorded. Making sure that the data held in Contact and Company records are accurate and that Contacts have been correctly indexed into skills categories and 'research universe' lists;
- Accurately enter data into corresponding fields within various software programs;
- Identify and correct data entry errors using appropriate quality control methods;
- Prepare reports as needed;
- Regular and reliable attendance; and
- Perform other duties as assigned.

Candidate requirements

- At least five years of experience in data capture, preferably gained in a research environment
- Tertiary qualification or High School certification with university exemption
- Experience and good proficiency with Excel

- Home network infrastructure suited to remote work

Personal Characteristics

- Ability to perform repetitive tasks with accuracy
- Exceptional attention to detail
- Desire and ability to be a team player
- Curious and enthusiastic outlook who has a growth mindset and is open to taking the initiative and getting their hands dirty
- Honesty and open-mindedness who take responsibility for making things happen

Career Development

- Ongoing coaching in delivery and leadership
- Opportunities to partake in structured training programmes
- Extensive opportunities for progression to Research Associate in due course

Conditions of Employment

- Fully remote working from home office
- Half-day – 4,5 hours working per day, Mondays to Fridays
- Working hours/days defined as per the United Kingdom bank holiday system
- 15 days paid leave per annum
- Required computer equipment is provided