

JOB DESCRIPTION



Role:	Data Analyst - Junior
Basis:	Fixed Term Contract from February 2018 until September 2018 (Full Time)
Reporting to:	Managing Director
Salary:	£19,000 (pro rata) + £1,500 bonus paid at the end of August
Hours:	9am to 5pm weekdays (except during Summer and Easter school holidays: 8am-6pm)
Holiday:	Up to 35 days per annum (pro rata)

The Opportunity

The Ultimate Activity Company provides outstanding holiday activity programmes for children across the UK, and we are offering an exciting opportunity to be part of our growing business just outside Oxford.

We are looking for a diligent, highly numerate, and versatile individual to support our business operations as a junior Data Analyst – a great first step for someone with aspirations in this field!

You will use your meticulous approach, love of everything tech, and attention to detail to work across operational projects, including reporting and data analysis, whilst also ensuring the business systems we use are up to date and accurate.

We offer a fun and fast paced working environment with a great team ethos. For the right candidate, this is an outstanding opportunity to work across different areas of a successful and growing business, where everyone lives up to our commitment to provide the ultimate in activity based holiday childcare.

Your Experience or Qualifications

- Graduate, preferably economics, business, IT, or mathematical based subjects
- Highly proficient in Excel
- Outstanding attention to detail
- Numeracy, logic and organisational skills
- Experiencing using IT systems
- Strong analytical skills
- Responsible, trustworthy and approachable
- Able to commute daily to our Farmoor office just outside Oxford

Your Responsibilities

- Analyse bookings using our bespoke system to group children, helping to ensure staff to child ratios are met and measured

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- With full training given, maintain internal systems (including Customer Booking Portal and HR database) ensuring it is up to date and accurate
- Produce reports to support business data across all areas of the business (bookings, finance, operations, HR & Recruitment, marketing)
- Support finance department with analysis and other tasks
- Support operations team with ad hoc tasks, including sending of group emails (MailChimp, Salesforce.com), amending online training system, supporting logistics, assisting at training events etc
- Build camp specific master documents to assist with timetabling and programme delivery
- Assist in maintenance of company IT equipment
- Support on other projects as required

Benefits:

- Generous holiday package: Up to 35 days per annum (pro rata)
- Monthly company lunches
- Time off for charity work

To Apply please send a CV and cover letter to luke@activeeducationgroup.co.uk

Closing Date: Wednesday 3rd January 2018