



information by design

IMMEDIATE START – DATA ADMINISTRATORS

Pay Rate: National Minimum Wage dependent on age as below:

- Under 18: £4.00 plus holiday pay of approximately 12%, which equates to £4.48 per hour.
- Aged 18-20: £5.55 plus holiday pay of approximately 12%, which equates to £6.22 per hour.
- Aged 21-24: £6.95 plus holiday pay of approximately 12%, which equates to £7.78 per hour.
- Aged 25+: £7.20 plus holiday pay of approximately 12%, which equates to £8.06 per hour.

A Fantastic Opportunity – part-time or full-time flexible work with an IMMEDIATE START.

- The role involves undertaking **efficient** and **effective** data entry and transcriptions.
- You need to be **reliable, confident**, and have a high degree of **accuracy** in your work.
- You must be **based in Hull** to apply for this post, or be able to travel to Hull at the times required for the job.

It's a great way to get some real experience to add to your CV. If you are a student, then this work is useful practical experience to help you with your studies. We are also able to act as a referee for you so that you can use the work to help you to apply for other jobs.

THE OPPORTUNITY

The job involves working as part of a team in our Hull office undertaking data entry of paper-based questionnaires and transcribing of interviews and focus groups. You must work to a high degree of accuracy and efficiency. We offer full training and support to do the work, so no experience is needed, although if you have previously undertaken a similar role, or have excellent computer and typing skills, that would be an advantage.

The application process is very simple and you only need to submit your CV online.

HOURS OF WORK

You can choose the days that you work, depending on availability of sessions although we ask that you work **at least two half days** per week. We undertake data processing only on weekdays (Mon-Fri).

OUR COMPANY

Information by Design is a market and social research company based in Hull, and we are members of the Market Research Society. Our Head Office is on the University of Hull campus.

Please visit www.ibyd.com to see more about IbyD.

HOW TO APPLY

Posts are limited so please apply ASAP. Please apply online at www.ibyd.com/vacancies.

FURTHER INFORMATION

Please contact Dawn Downs if you have any queries or would like an application form.

Telephone: 01482 467471 | Mobile: 07921 249140 | E-mail: dawn.downs@ibyd.com

JOB DESCRIPTION

Data Administrator

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Key Function of This Job

To conduct data entry of paper-based questionnaires and transcribing of interviews and focus groups. You must work to a high degree of accuracy and efficiency.

If you have previously undertaken a similar role, or have excellent computer and typing skills, that would be an advantage.

What Does the Job Involve?

You will:

- be data capturing paper-based questionnaires onto a form or spreadsheet/database on a computer.
- be expected to achieve a number of entries in each hour
- need to make sure that the information you capture is accurate and recorded in line with our quality standards.
- make sure that you complete your part of the work to the timescales we set.

Hours of Work

We will normally work on weekdays only (Mon-Fri) from 9.00am until 5.30pm.

You can choose the days and hours that you work, depending on availability of sessions although we ask that you work **at least two half days** per week.

PERSON SPECIFICATION

The person appointed will have the following:

AREA	SPECIFICATION	ESSENTIAL/ DESIRABLE	TESTING
Relevant Experience	Experience of data entry and/or typing, either in employment or study	D	Application form
	Experience of office procedures	D	Application form
Accuracy/Efficiency	High accuracy of data capture	E	Interview/ Test
	Ability to meet timescales/entry rates	E	Interview/ Test
Qualifications	Good standard of English	E	Application/ Interview
	Good numeracy	E	Application/ Interview
Work Ethic	Flexible approach to work	E	Interview
	Ability to work as part of a team	E	Interview
	Ability to work the hours of the post	E	Interview
Motivation	Self-motivated	E	Interview
	Commitment to providing a high quality service.	E	Interview/ Test
	Smart presentable appearance	E	Interview
Equal Opportunities	You must show a commitment to equal opportunities	E	Interview