

Join our

# XSEM HEROES

Data Administrator

VACANCIES

Do you have the energy, passion, skills and 'can-do' attitude to be a workplace superhero? Well, that's a happy coincidence – because we're hiring.

We're on the lookout for a Data Administrator to join an award-winning brand engagement agency that thrives on making people happy – our clients, our partners and our staff.

Are you naturally curious about data? Do you have a knack for uncovering insights and turning numbers into compelling stories with strong analytical and interpretation skills? As a Data Administrator, you'll play a vital role in supporting the Marketing Project Manager and assist in delivering our highly successful client reward programmes. Your responsibilities will include managing and maintaining accurate data,, ensuring seamless programme execution, and responding to client requests efficiently and professionally. Your attention to detail and organisational skills will be essential in delivering a high-quality experience for our clients.



## About us

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**At #TeamXSEM, we like to think of ourselves as creative superheroes! Why? Because we create unforgettable experiences for clients across the globe, with game-changing results that keep them coming back for more.**

From marketing and brand activations to events, company reward schemes, and creating and managing data driven comms, we dig deep to get to the heart of our clients' challenges, then use our energy and creativity to overcome them. In short, we make people happy!

## What's in it for you?

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This is a permanent role based at the rather lovely XSEM HQ just off the M621 in Leeds City Centre, with the option of hybrid working and flexible hours.

The right person will also enjoy our brilliant employee benefits package which includes a healthcare cash plan, training, employee referral scheme and long service awards plus a few extras: team activities and away days (such fun) and an enhanced parental leave and company pension.

## The role

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- **Data Management:** Maintain, organise, and update Excel spreadsheets, ensuring data is accurate, consistent, and up to date.
- **Manage Client Requests:** Communicate with clients to address enquiries, resolve issues, and provide timely updates on their requests.
- **Data Uploads:** Upload data to bespoke platforms, ensuring all information is correctly entered and processed.
- **Ensure Data Accuracy:** Perform regular checks on data to identify and correct any discrepancies or errors.
- **Ensure Data Integrity:** Cross-check and validate data regularly for consistency, accuracy, and integration from original sources.
- **Reporting:** Assist in creating and managing reports based on client data and other key metrics.

## About you

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- Minimum 2 years experience working with data
- Brilliant at Microsoft Excel
- Proficient with Excel formulas and automation
- Ability to create and interlink spreadsheets for seamless data transfers
- Naturally curious with data and understand how to make it tell a story
- Good analytical and interpretation skills
- Hardworking, honest and oozing with initiative
- Administrative experience
- Strong prioritisation skills
- Excellent attention to detail
- Strong organisational and multitasking skills
- Exceptional customer service
- Top-notch team player

## How to apply

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If you want to become part of our happy team here at #TeamXSEM – and think you've got what it takes – email your stand-out CV and cover letter to [careers@xsem.co.uk](mailto:careers@xsem.co.uk)

