

Product Data Administrator

Location: Battersea, London

Both full and part time hours considered (20 hours per week 10am-2pm) Monday – Friday with flexible holidays.

£10-12 per hour plus performance-related bonus, healthcare insurance & wellbeing benefits.

An ideal opportunity for an enthusiastic individual with a keen interest in the fine wine market and WSET level 3 qualification

Liv-ex (The London International Vintners Exchange) operates the global marketplace for fine wine. We provide data, trading and settlement services to the majority of merchants in this field worldwide. Our goal is to make fine wine trading more transparent, efficient and safe for the benefit of our members and the market as a whole. The culture of the company is hard working, committed yet informal, energetic and action oriented.

As award winners in 2016, 2017 and 2018 our products are already achieving industry acclaim. With increased investment planned by Liv-ex in the coming years, an exciting vacancy has arisen in our Data Operations team for a Product Data Administrator.

Summary Purpose

You will be an important member of the team, working with both internal and external stakeholders including our data processing team in India. The role involves the development and maintenance of LWIN. LWIN is an award-winning, unique ID developed by Liv-ex and being adopted more widely across the fine wine industry to help improve the supply chain. For more information on LWIN, copy and paste this link into your browser: <https://player.vimeo.com/video/256936514>.

This role will also involve researching new wines and spirits and administering a database of images for counter-fraud purposes. Ad-hoc work might be related to our marketing and sales activity, customer education on LWIN and assisting with hard-to-match customer lists. The role will provide the opportunity to further your learning about wine and how the wine market works.

Role Responsibilities

- Creation and maintenance of LWINs
- Identification and correction of erroneous LWINs
- Responding to customer requests
- Development and maintenance of proprietary images
- Administration of accompanying websites

Knowledge, Skills and Experience

Essential

- Educated to minimum WSET level 3 qualification or equivalent (e.g. Advanced Sommelier Certificate, Wine Business FDA/BA)
- A keen interest and a fascination for the fine wine market
- Good organisational skills and attention to detail
- Ability to work in a constantly evolving environment with minimal guidance
- Driven and hard-working with an informal work manner
- Excellent interpersonal and team working skills
- Analytical, creative, and innovative approach to solving problems
- A passion for overcoming complex challenges with simple solutions
- Be comfortable pushing back and challenging the status quo at all levels within the business
- Ability to handle multiple competing priorities
- Excellent communication skills, both written and verbal
- Good knowledge of MS Excel and Office
- Fluent in English, both technical and conversational

Desirable

- Experience working in a similar environment
- Other qualifications related to wine or data
- Additional language skills, especially French and German

To apply, please send a copy of your CV plus a short expression of interest to our HR team at: clientresourcing@strattonhr.co.uk.