



Database Administrator

Making Moves London

Job Overview

The Database Administrator will primarily be responsible for updating and monitoring our internal database and reporting on performance. This role is a vital part of the running of Making Moves as it greatly increases the efficiency of the teams and directly impacts the number of clients we can work with. It is the responsibility of the Database Administrator to ensure we have accurate and up to date information at all times.

This role will work closely with our Researcher who will be tasked with calling and qualifying the data you provide. The Database Administrator will sit in the Operations Team, supporting every team across Making Moves.

Potential for this role to be part-time, 3 days a week.

The Role & Responsibilities

- Manage the company's CRM (Hubspot), ensuring the data is kept clean
- Complete Hubspot admin on behalf of team and ensure all deal data is up to date each week
- Create high quality profiles on each lead to pass over to the Researching team
- Research contacts who have moved businesses, including where have they gone
- Research and qualify data for calling lists, contact details and basic information as well as mutual contacts and potential approaches to win the lead
- Keeping Hubspot up to date and efficient, regularly running through out-of-date tasks and live deals
- Generating own leads from articles, events, social media and other sources to help identify leads
- Regularly report on KPIs and data to the Director of Operations, flagging any trends and anomalies

What we're looking for

- Excellent organisation and attention to detail
- Experience managing data and implementing processes
- Track record of delivering high quality reports
- Ability to keep lots of plates spinning
- Desire to have an impact on a growing team
- Experience with Hubspot beneficial but not essential
- Analytical mindset, comfortable working with numbers

Salary & benefits

- £20,000-£24,000 DOE
- 25 days annual leave and an additional day off for your birthday
- Team annual trip (Performance Based - Berlin 2018, New York 2019)
- Professional development and training
- Supportive & Inclusive team culture
- Monthly and Quarterly Team Activities
- Best office in Shoreditch
- Free nutritional snacks

Diversity & Inclusion

Making Moves wants to advocate and implement systemic change within the property industry, and ultimately be the leaders of innovation. We are building a workforce that is truly representative of all sections of society. Read our full policy on our website.