

RESEARCH ADMIN ASSISTANT – 9-month maternity cover, Full-time, London

This is an exciting opportunity for anyone who has a passion for making things run smoothly and effectively. **To apply, please submit a CV and cover letter detailing your motivation for applying to Neudata to hr@neudata.co. Applications with a cover letter will not be considered.**

Company

Neudata's mission is to make people's lives easier that work with data. We provide independent advice to hedge funds and asset managers, helping them to make the right decisions on what datasets they should and shouldn't be using. In doing so, we aim to save them both time and money.

In particular, our specialism sits in alternative data. From credit card transactional data to social media sentiment products to mobile app datasets - our goal is to ensure we communicate not only *what* alternative data products exist, but also *why* someone would want to use them.

Headquartered in London, with offices in NYC and Shanghai, we have expanded our business in recent years to cater to new markets, as well as to offer additional services, such as an alternative data conference business.

Our Values

- Deliver outstanding service.
- Treat everyone how we would like to be treated.
- Work better together.
- Do it the right way.
- Be uncompromisingly honest.
- Never cease to improve and innovate.

Job Description and Responsibilities

Neudata's research team is at the core of what we do. Clients of Neudata have access to:

- a) Our research platform, allowing them to browse our catalogue of dataset reports, each of which is written by a member of the research team and pertaining to a dataset.
- b) Our research team's expertise, allowing us to help them make the right data decisions (e.g. through calls where we share our opinion on the most appropriate dataset for their needs).

The role will primarily entail making sure all interactions between researchers and clients happens smoothly and effectively.

Most notably, this will involve:

- **Client coordination:** Manage research call logistics, including scheduling, agenda preparation, and accurate note-taking.
- **Client requests:** Ensure client inquiries are assigned, answered promptly, and properly logged.
- **Process & data management:** Maintain accurate client records and oversee process adherence and improvements.
- **Research team support:** Coordinate weekly updates, briefings, and quarterly knowledge-sharing sessions.
- **User engagement:** Gather client feedback and develop strategies to enhance engagement.
- **Account management support:** Assist in tracking client needs, identifying concerns, and supporting outreach efforts.

The successful candidate will not only perform the above duties accurately and reliably, but will also play a role in improving existing processes at Neudata.

Who we are looking for

- At least 1-2 years' experience in a similar role involving most duties, or comparable duties, outlined above

- Rigorous attention to detail, planning and organisation skills
- Strong verbal as well as written communication skills
- A process-driven mindset
- An approachable demeanour and positive attitude
- The ability to work both individually and in a collegiate and collaborative manner
- A proactive approach to identifying issues and suggesting solutions to problems
- Prior knowledge of either financial markets and/or the alternative data market is also a plus, although not required.
- dashboards, ticker mapping).

Compensation

- Competitive base salary.
- 25 days of annual leave
- Flexible work from anywhere, hybrid and office-based work.
- Study days.
- Volunteering day.
- Employee referral bonus scheme.
- Private medical insurance including dental, optical, and hearing.
- Enhanced family policies.
- Company social events.
- Workplace pension scheme with salary sacrifice and pension matching opportunities.

To apply please **submit** your CV to hr@neudata.co

Contact Us

Neudata's London office is located in WeWork's coworking space at Moor Place.

Recruitment Process

Typically, Neudata's recruitment and selection process involves an initial screening and shortlisting stage where successful candidates are invited to attend virtual or in person interviews and assessments.

Candidates **must** be eligible to work in the United Kingdom.

Candidates who may require visa sponsorship should discuss this with the hiring manager during the interview process. Further information on Skilled Worker sponsorship can be found [here](#). If you need assistance during the application or interview process, please contact hr@neudata.co to discuss how we can best support you.