

**Analyst Support Coordinator  
Peterborough – Full time office based**

**Overview:**

Due to an increase in workload we are looking for an Analyst Support coordinator to work alongside our Business Analyst on a full time permanent basis. This position would suit someone who has a love for spreadsheets and data.

**Job Purpose and responsibility:**

- Export data from various sources such as; Sage and our inhouse CRM systems
- Create detailed reports to show conversation rates from booking, attending and sales for each of our events
- Be able to identify errors in formulas when data is exported from a source
- Breakdown data to be able to show cost per lead and cost per attendance for each of our events, whether this be, virtual, live or podcast.
- Be able to cross reference all data to ensure accuracy of all data produced
- Work closely with the Sales, Marketing and Accounts department to resolve any data errors
- Reconciliation of data
- Working to short deadlines

**Key Result Areas**

- Excellent excel / Google sheet experience
- Analytical minded
- Attention to detail
- Communication
- Be reactive in preparing data
- Forward thinking

**What we offer in return**

- 25 days annual leave
- Pension contribution
- Casual dress code
- Free parking
- Social Events Team

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