



OPPORTUNITIES

DATA ADMINISTRATOR

eBay

Are you ready to rev up your career and join the fast lane at Demon Tweeks? We're looking for a talented Data Administrator to join our eBay team here at DT.

What you need to know about Demon Tweeks:

At Demon Tweeks we're not only passionate about all things fast and loud, but our people too. That's what makes us the #1 motorsports retailer in the world! We offer our customers and race teams the ultimate in both product and service, and we don't just stop at racing. Our specialist teams cater for everything from four-wheel racing to motorcycles, and performance road tuning. We even offer the very best from the cycling world with our Tweeks Cycles brand. We love welcoming new faces to #TeamDT.

A bit about your role:

You'll be a part of a small, but busy office-based team who are responsible for the eBay listings on all our eBay stores. Day to day you'll be responsible for creating and maintaining engaging eBay product listings and our master data set.

In a nutshell, if you know your way around a spreadsheet (not just populating data into a prebuilt sheet), are able to sort and filter, functions such as VLOOKUP, LEN and CONCATENATE are familiar terms.... **and** you know the difference between a spark plug, an air filter and a shock absorber then we want to hear from you!!

To be the perfect fit for this role, you'll have:

- A meticulous eye for detail ensuring all product listings are accurate and up to date.
- Great Excel skills to manage data - you'll be handling large amounts of data and need to confidently know your way around a spreadsheet.
- A methodical approach to work - an ability to manage your own time and keep on top of workload is essential.
- PC-literate - you'll need to be able to operate Microsoft Office programs.
- Excellent interpersonal skills to build relationships with the team and communicate effectively.
- A good understanding or personal interest of the automotive industry and performance vehicles will help in this role, along with an interest in cycling.

In return, you'll enjoy:

- *A competitive salary, reflective of your skills and experience*
- *Access to a Standard Life pension, cycle to work scheme, and mental and financial wellbeing support*
- *Opportunities to attend our on-site Cars & Coffee events amongst others*
- *A state-of-the-art office environment with free onsite parking*
- *Great discounts across Demon Tweeks and Tweeks Cycles*
- *28 days of paid holidays (increasing to 33 with length of service), including bank holidays*
- *Staff events throughout the year*
- *Long service awards*

Don't miss this opportunity to join #TeamDT | Submit your CV and a cover letter, including your current salary details to PaulW@demon-tweeks.com today!