

## **Events Administrator, Full Time, London based**

### **COMPANY**

Neudata is the authoritative global source of data intelligence, dedicated to finding value-added alternative data for investment firms and corporations. Since its launch in 2016, Neudata has worked with thousands of data vendors across multiple sectors and has created Neudata Scout, the largest global roster of dataset insight. Neudata also runs the world's leading series of alternative data events, hosting thousands of delegates a year in Asia, Europe and the Americas.

Neudata helps 1000s of active data buyers, at the largest and most sophisticated investment and professional services firms globally, make better decisions about their data spend. Our unique position enables Neudata to provide its clients with accurate and up-to-date insights on the latest trends in data usage including the competitive environment, pricing, data demand, and compliance issues.

### **JOB DESCRIPTION**

This is a unique opportunity for a highly organised individual with personal assistant or team administrator experience with an interest in events to join a fast-growing Fintech firm. Reporting to Neudata's Global Events Director, you will help us to develop, nurture and expand our events programme (both online and physical when possible). Your role will focus on managing our AltDating 121 Networking Program. You will have global responsibilities for event operations.

Applicants should be available immediately or ASAP. Please submit your cover letter and CV to [hr@neudata.co](mailto:hr@neudata.co)

### **RESPONSIBILITIES**

- Take full responsibility for Neudata's AltDating 121 Networking Program - scheduling thousands of meetings per year between data buyers and data sellers
- Administrative responsibility for several large (600+ attendees) Summits, seminars, webinars and client events
- Contribute to Neudata's marketing and events strategy, working closely with the Global Events Director

## **WHO WE ARE LOOKING FOR**

- Relevant degree or 2-years admin / personal assistant experience
- Exceptional organisational skills
- Exceptional multi-tasking abilities
- Experience working with an Email Service Provider
- Strong MS Office skills
- Excellent written and verbal communication skills.

## **COMPENSATION**

- Competitive base salary
- 25 days of annual leave plus an additional day for each year worked.
- Flexible work from anywhere, hybrid and office-based work.
- Employee referral bonus scheme.
- Private medical insurance including dental, optical, and hearing

Applicants must be eligible to work in the UK, and should be available immediately or ASAP.

## **CONTACT US**

To apply please submit your cover letter and CV to [hr@neudata.co](mailto:hr@neudata.co)