



Студія кар'єри

Відділ працевлаштування
Львівської політехніки

АКТУАЛЬНІ ВАКАНСІЇ

Junior Data Specialist

Vacancysoft is the UK's leading provider of labour market data and analytics. We are seeking to recruit a **(full-time)** Junior Data Specialist to join our team in **Lviv**, Shevchenka Street, 62.

It is an **office**-based role, 9 — 17, Monday-Friday.

If you are looking for a job where:

- You will be surrounded by cheerful and extraordinary people who will mentor and help you throughout your journey;
- You can progress your tech skills;
- You can learn leading searching and browsing techniques;
- Broaden your horizons — learning more about professions, companies, and market trends;
- Office in the city center;
- You will have an opportunity to improve your English.

Responsibilities:

- research, analysis, and quality control of jobs and companies;
- simple data analysis;
- assist implementation of side projects;
- data entry;
- Zoho time tracking;
- team meetings and catch-ups;
- perform other duties as assigned.

Minimum requirements:

- Intermediate (B1) level in spoken and written English;
- Familiar with Excel, Google Sheets, SharePoint;
- Excellent organizational skills;
- Ability to prioritize tasks, and meet deadlines;
- Willingness to continuously learn and develop skills.

Qualifications/Experience:

- Bachelor's degree;
- 1-year experience working in the field of research (data collection, data entry, etc.) will be considered an advantage.

You will receive full support and advanced training for a whole trial period of one month.

What we offer:

This job may give you such benefits as the possibility to work from a comfortable office space (with unlimited coffee, tea, and cookies), **paid training and trial period**, the opportunity to grow, learn, and improve your tech skills, 25 paid days off per year, **and an attractive salary in the amount of 450€.**

Join us in this exciting journey!

careers@vacancysoft.com

Should your CV be interesting we will be in touch and arrange an online interview.

Find us:

<https://www.vacancysoft.com>

<https://www.linkedin.com/company/vacancysoft-llp>

<https://www.facebook.com/vacancysoft>