

About Us

Media 10 is an Events and Publishing business, with its HQ based in Loughton, Essex. From humble beginnings as a team of 10 back in 2003 (We're Media 10 for a reason!) we're now a line-up of over 275 people across our Loughton, Shanghai, South Africa and Scotland offices.. We pride ourselves on producing content and experiences that win hearts, minds – and awards! And whether that's in the form of an exhibition, event, website, magazine or digital platform, we create, develop and deliver it in-house, down to the very last detail. Put simply, our knowledge of the industry is unrivalled, our passion infectious and our parties legendary! And because we're a truly independent company, we're able to give our people the creative freedom that's led us to being one of the most decorated companies in the industry.

What is expected of you

You will have strong administrative skills and a logical mindset. You'll be able to demonstrate a high attention to detail and possess excellent MS Excel skills – including administrative formulas for trimming and cleaning cells; sorting and filtering and basic text and layout formatting.

Previous experience of using MS Excel in a working environment is desired but not required, along with some previous experience of dealing with data reporting and database programs. If you have worked with Filemaker Pro (or other relational database application) this could be an advantage, but it is not essential.

Overall we will need you to be able to work thoroughly and methodically and be keen to learn.

The Role

- Maintaining data in company wide databases.
- Manual data entry and import/export of information to/from databases.
- Reporting statistics – email campaigns, websites.
- Responsibility for email returns – maintaining and refreshing databases and lists.
- Dealing with queries via telephone, email and workflow tool.
- Assisting users with first line support for database troubleshooting.
- Supporting the Database Developer, Data Executive and Manager with ad-hoc projects and queries.
- General related office administrative tasks as required.

(Full training on company systems to be given).

What you're good at

- Confident
- Adaptable
- Great Communicator
- Proactive
- Attention to detail
- Organized
- Word suite knowledge

What we'll do for you

- Make you feel like part of a family and know your name – you're not just a number here!
- Give you a bespoke career development plan to encourage you to develop your skills, strengths and long-term career
- Recognize your contribution and hard work
- Ensure you get to work on the best brands in the industry