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## Partner Operations and Insights Executive

Great British Chefs ([www.greatbritishchefs.com](http://www.greatbritishchefs.com)) is looking for a passionate, creative, skilled and well-rounded Partner Operations and Insights Executive who will play a key role in the promotion and success of the UK's fastest growing food website.

The Partner Operations and Insight Executive is a new role created to support the operations and sales functions in the business. The role holder will drive the commercials forward through maintaining excellent internal and client relationships, and providing data driven insights.

### Key Responsibilities

#### *Client Partnership*

- Assists with the on-boarding process for new clients and participates in new business brainstorms
- Monitor the delivery of client activity versus campaign KPIs (on social media, Google Ad Manager, newsletter requirements) to develop reports
- Set up client campaigns on internal tracking tools (Google sheets, Microsoft Excel)
- Handles coordination of client status meetings, including proactive development of agendas and next steps
- Contributes to planning of photography and videography shoots
- Accurately prepares all client project documentation as required
- Establishes relationships with clients at appropriate levels
- Proactively seeks opportunities to better understand the industry and client space
- Takes the initiative in seeking training on company processes and procedures
- Excellent analytical skills and commercial acumen, with strong attention to detail

#### *Data analysis and insights*

- Contribute to clear reports that tell compelling stories about how customers or clients work with the business
- Work closely with the business to identify issues and use data to propose solutions for effective decision making
- Build algorithms and design experiments to merge, manage, interrogate and extract data to supply tailored reports to colleagues, customers or the wider organisation
- Assess the effectiveness of data sources and data-gathering techniques and improve data collection methods
- Horizon scan to stay up to date with the latest technology, techniques and methods
- Look for opportunities to use insights/datasets across other functions in the organisation (for example in the sales and marketing departments)
- Stay curious and enthusiastic about using insights to solve problems and enthuse others to see the benefit of your work

#### *Leadership & Teamwork*

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- Encourages and responds to feedback from manager and team members
- Participates in and actively contributes to internal meetings

#### *Effective Communication*

- Ensures accuracy of all written projects, including grammar, fact-checking and referencing documents as needed
- Asks questions and knows when to involve manager

We think this role best suits someone with 1-2 years of professional experience, but above all we are looking for someone with a good attitude and enthusiasm to learn and therefore an energetic college leaver with the hunger to learn would also be encouraged to apply. Below is an ideal skill set but do not be put off if you don't think you check every box. We'd love to hear from you and know why you think you'd be a great addition to our team.

We're looking for:

- Bachelor's degree or relevant work experience
- Strong interpersonal skills with the ability to build cross functional relationships
- Takes the initiative in seeking training on company processes/procedures
- General understanding of traditional and social media
- Experience working with Google Analytics & Excel to produce insights and reports
- Knowledge of the main search engines and reporting tools, particularly Google Analytics and SEO Moz
- Works collaboratively as part of a team
- Innovative thinker and creative problem solver
- Strong attention to detail
- Possesses strong organizational and follow-up skills
- Able to develop project management skills
- Excellent internal and external communication skills (verbal, written, listening)
- Possesses strong time management skills, able to balance multiple priorities
- Strong interest in the food and restaurant industry in the UK

We'd be particularly impressed if you have experience with Google Ad Manager and video production.

Location: Remote

Package: Competitive based on experience

Status: Full time permanent

To apply, send your CV and cover letter to [info@greatbritishchefs.com](mailto:info@greatbritishchefs.com)