



ASSOCIATION
OF
AMBA^S

BE IN BRILLIANT COMPANY



**BUSINESS
GRADUATES
ASSOCIATION**

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JOB DESCRIPTION

Job Title:	IT & Data Assistant
Reporting to:	Head of IT & Data
Department:	IT
Job Purpose Summary:	To support the Head of IT & Data in supporting the technological and analytic solutions of AMBA & BGA. Tasks will vary from assisting with administrative tasks to supporting staff with their IT & Data requirements and troubleshooting. Basic IT knowledge is required with a desire to learn IT support skills.
Key Responsibilities and Accountabilities:	<ul style="list-style-type: none"> • Manage and supporting the organisation’s database (Dynamics365) in line with Data Protection legislation <ul style="list-style-type: none"> ○ Data management – activating and ensuring stakeholder records are kept up to date ○ Setup and running of reports and dashboards and provision of statistics as required ○ Import and export of data and creation/deletion of records as appropriate ○ Synchronisation of data with other systems e.g. email platform, career development platform ○ Manage the Data Management mailbox ○ Provide database and record keeping support ○ Research, collect, organise and update data as required ○ Administer data requests from the organisation ○ Check databases for changes and errors and to make corrections, as needed ○ Liaise with various departments regarding data requirements • Take responsibility for company data outside Dynamics, and champion data unification. • Ensure all company data processes are in line with data protection and privacy policies, principles and good practice. • Keep up to date with developments in data protection and privacy landscape • Contribute to ongoing platforms improvement and development work (CRM, ESP, website, etc), project managing improvements and upgrades to CRM and other systems as appropriate.



	<ul style="list-style-type: none"> • Responsibility for building AMBA and BGAs database of contacts with new and potential customers using online methods and by telephone • Manage data collection forms and the collected data on applicable platforms including events platforms, AMBA & BGA website(s), research platforms and other platforms where AMBA & BGA data is collected or distributed • Any other ad hoc responsibility that is appropriate to the role and which may come up due to business requirements • Supporting the organisation with general support for the IT function: <ul style="list-style-type: none"> ○ Manage the IT request mailbox ○ Troubleshooting IT issues and provide solutions and fixes ○ Liaising with IT service provider to raise tickets and to track progress to completion ○ End to end management of IT ticket portal • Manage and logging office hardware • Day to day department administration
<p>Qualifications, Skills and Experience:</p>	<ul style="list-style-type: none"> • A strong administration background • Previous experience of working with multiple stakeholders and multitasking • Educated to degree level, or equivalent experience. • Good telephone manner. • Analytical and problem-solving mindset. • Database, CRM knowledge, MS Dynamics particularly desirable. • Sound understanding of current and future data protection and privacy landscape • Experience of researching external sources for new contacts for the business
<p>Key Competencies:</p>	<ul style="list-style-type: none"> • Demonstrable analytical skills • Problem-solving skills • A team player with strong work initiative and great interpersonal skills • Exceptional customer service skills • Exceptional attention to detail • Strong numerical competency • Outstanding MS Excel skills • Ability to analyse and interpret complex information



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	<ul style="list-style-type: none">• Ability to understand, follow and improve processes• Good written and verbal communication skills• Excellent organisational, administrative and time management skills
Location:	Top floor, 8 Dorset Rise, EC4Y 8EN
Hours of Work:	35 Hours Per Week with a degree of hybrid working
Salary:	
Date Prepared:	6 February 2026

Please note that this job description does not form part of your employment contract. AMBA can modify your job duties or amend this job description at any time.