

JOB TITLE: CRM DATA ANALYST

ROLE OVERVIEW

We are looking for an enthusiastic and hardworking individual to join our New York Office as a CRM Data Analyst. Rede's CRM system is a central intelligence hub that is critical to its business. The accuracy of the data collated, stored and updated is integral to all that they do and underpins the relationships that they have with their client base.

Rede is looking for a part time CRM data analyst who will work closely with the CRM team to ensure Rede's market intelligence information flow is appropriately captured and used effectively.

The successful candidate will work with all areas of the Rede team and will, over time, gain a comprehensive understanding of Rede's overall business and the market that we are in. Alongside working for one of the leading private markets advisers in Europe, this role provides excellent employee benefits (including 23 days of annual leave plus Christmas closure). We are looking for candidates that are organised, self-starting and socially confident.

KEY RESPONSIBILITIES

PRIMARY RESPONSIBILITIES (Not limited to...)

- ▶ CRM ambassador for the Americas office
- ▶ Add and update all CRM field data on an ongoing basis
- ▶ Assist the CRM team in any development project rollouts
- ▶ Produce mailing lists and help to execute strategic email blasts
- ▶ Screen all meeting and call notes for relevant intel to add to CRM
- ▶ Regular screening and fixing of duplicate entries
- ▶ Assist with inputting of notes and data upload
- ▶ Roll out internal training and key developments to the system

KEY ATTRIBUTES INCLUDE

- ▶ Excellent attention to detail and strong work ethic
- ▶ Positive attitude and ability to get along with a wide group of individuals
- ▶ Organized and pro-active attitude
- ▶ Strong communication and teamwork skills
- ▶ Familiarity with CRM databases is not required, but would be beneficial
- ▶ An understanding of Private Equity would be an advantage

HOW TO APPLY

- ▶ Please send your CV and covering letter to: careers@rede-partners.com

- ▶ [Return to Rede Partners homepage](#)

Rede Partners LLP is a limited liability partnership registered in England and Wales with registered office at 110 Park Street, London W1K 6NX (Registered No. OC361093). Rede Partners LLP is authorised and regulated by the Financial Conduct Authority in the U.K.

Rede Partners (Americas) LLC is a limited liability company registered in Delaware with registered office at Suite 408, 1270 Avenue of the Americas, New York 10020. Rede Partners (Americas) LLC is a registered broker-dealer with the U.S. Securities and Exchange Commission and various U.S. state securities administrators and is a member in good standing of FINRA and the Securities Investor Protection Corporation. Check the background of this firm on FINRA's BrokerCheck.