

# Data Entry Administrator

**Salary** - Competitive

**Location** - Brighton & Hove, East Sussex (Hybrid working)

**Experience Level** – Some data entry experience

## About Fuse Capital

Fuse Capital breaks the mould of finance and traditional technology advisory firms. Our passion for supporting entrepreneurs and insight into the best private funds around the world enables us to accelerate growth.

We pride ourselves on our financial acumen yet are unlike traditional finance people. There are no suits worn in our office, instead, you will meet a team of diverse and young minds looking to connect and collaborate.

Fuse Capital follows a flat hierarchy methodology; everyone's voice is heard and encouraged. We enjoy the flexibility of hybrid working and believe that by bringing the right people together at the right time, our YOY growth trend will continue.

### A few points to add:

- Advisory for 350+ clients
- Offices in London & Brighton
- The No.1 advisor for High-Growth Technology Firms
- Clients in UK, Europe & Asia
- Rapidly Evolving Workplace
- Operating Since 2013

## The role.

The data entry administrator will work closely with our Origination division in the use of the company CRM and meeting data-related targets. As a marketing lead organisation,

data is key to client acquisition and we require someone with a keen eye for detail to ensure that our records are full and accurate.

The responsibilities of this role will include the research, collection and processing of new data; maintaining and cleaning existing data; as well as all general data administrative tasks associated with the Origination division's operation.

### Duties and Responsibilities

Your primary duties and responsibilities will include, but not be limited to:

- Data entry
- Data analysis and planning
- Data collection using various pieces of software
- Data maintenance including updating/cleaning older data

### Qualifications & experience

- Proven experience in data entry or data administration
- A strong work ethic
- Experience working in a fast-paced role
- The ability to work to targets and meet deadlines
- Proficiency with Microsoft applications (especially Excel and Word)
- Excellent communication skills
- Excellent written and verbal skills

Send your CV and cover letter to: **[jobs@fuse-capital.com](mailto:jobs@fuse-capital.com)**