



About CJC

The global financial services sector is in the midst of change. New business models and new technologies are powering a digital transformation that enables firms to roll out new services and enter new markets rapidly and cost effectively. Market data is the lifeblood of this sector and CJC delivers consulting, professional services and cloud-based tools to help clients efficiently distribute and commercially manage that data. We help them build and manage the flexible technology infrastructures that will be key to thriving in the digitally driven arena now emerging. With a rich heritage of over 25 years, world class assets, a global presence and a working culture based on a meritocracy, CJC is perfectly positioned to continue playing a key role in the sector's transformation.

The Role

The Market Data Administrator position requires a high degree of flexibility and adaptability to manage multiple clients and shifting priorities. As part of a collaborative team, this role is suited to a proactive team player who embraces new challenges. A strong grasp of inventory management, best-practice workflows, and financial processes is essential, along with the ability to maintain accuracy and efficiency under pressure.

Activities

- ⊕ Manage a high-volume client email inbox, responding to requests and troubleshooting issues related to market data services.
- ⊕ Interpret client requests and liaise with external suppliers to obtain information and resolve queries.
- ⊕ Maintain and update inventory databases, ensuring accurate contract details, service pricing, licensing, and user information.
- ⊕ Apply complex allocation methodologies in accordance with client requirements.
- ⊕ Oversee month-end processes, including reconciliations and financial reporting.
- ⊕ Ensure the accurate and timely processing of invoices from market data, exchange, and research vendors, following client workflows.
- ⊕ Provide regular reports, such as contract renewal statuses and outstanding invoice queries, on a weekly and monthly basis.
- ⊕ Collaborate with the administrative team to support multiple clients and efficiently manage priorities.
- ⊕ Work with the wider CJC team to contribute to product and service development, including assisting with workflow enhancements.
- ⊕ Lead client calls and document meeting minutes.
- ⊕ Flexibility to work from CJC and Client offices.

Experience

- ⊕ 3 years' experience in a similar Market Data role
- ⊕ Experience in managing industry standard tooling (DACS, EMRS, Optimized Spend, OS, Calero, MDSL, MDM)
- ⊕ Advanced proficiency in Microsoft Excel (pivot tables, VLOOKUP).

Personal qualities

- ⊕ Strong verbal and written communication skills.
- ⊕ Excellent analytical and problem-solving abilities.
- ⊕ Ability to quickly learn and adapt to new technologies.
- ⊕ Strong multitasking skills and the ability to manage multiple workstreams simultaneously.
- ⊕ Customer-focused approach with the ability to build relationships quickly.
- ⊕ Self-motivated, proactive, and confident in taking ownership of tasks and processes.
- ⊕ Comfortable communicating at all levels with a flexible and collaborative approach.

Please send CV's to Sara.Baker@cjcit.com

Please note this is a London based role and the successful candidate will be expected to attend London offices.