Job Profile: Data Administrator – Registry

No. of staff required: 1

Position Summary:

The Data Administrator will support REGENT Business School's Registry Department by consolidating, managing, analysing and visualizing data from various internal and external sources. This role is pivotal in generating actionable leads and insights that will inform and drive business development strategy, client engagement and opportunity identification.

Key Deliverables:

- Accurate consolidation and integration of data from CRM, student systems, external market reports, other primary and secondary data sources and digital platforms.
- Development of standardised and ad-hoc data visualisations and dashboards for various stakeholders.
- Generation of insights to support sales pipeline management, market segmentation and partner/client engagement.
- Automation of recurring reporting tasks where possible.
- Maintenance of a clean, updated and accessible data environment.

Core Responsibilities:

- Aggregate data from diverse sources including CRM systems, student and alumni databases, website traffic, LinkedIn campaigns and other third-party platforms.
- Analyse trends in application, enrolment, client engagement and competitor behaviour.
- Create and maintain business intelligence dashboards (using Excel, Power BI or equivalent tools).
- Support the department by providing data-driven insights for proposals, strategic decisions and opportunity mapping.
- Liaise with internal departments (Marketing and Enrolments, Finance, Academic Support) to ensure data consistency and completeness.
- Conduct data audits to ensure data integrity and quality.
- Provide weekly and monthly reports with commentary and visual summaries.

Required Competencies:

- Strong analytical skills with attention to detail.
- Proficiency in data tools such as Excel (advanced), Power BI or Tableau.
- High level of data visualisation and presentation skills.
- Ability to translate data into business recommendations.
- Strong collaboration and communication skills.
- Organisational, time-management and problem-solving ability.

Qualifications & Experience:

- Degree or Diploma in Data Analytics, Business Intelligence, Information Systems or related applicable field.
- 2–4 years of experience in a data-related or business analysis role.
- Experience working in a CRM or education-related environment will be an advantage.