

JOB DESCRIPTION

Junior Database Analyst

Employer	PDV Ltd	Reports to	Steve Phipps
Hours	Mon to Fri 9am - 5:30pm (Full Time) + Flexible working also available	Salary	TBA
Location	Sunningdale, The Belfry Business Park, 13 Colonial Way, Watford, Herts, WD24 4WH.		

The role

We are looking for a curious, technical, and numerically minded individual to join our team as a Junior Data Analyst. In this role, you will work with datasets to transform raw data into clear, actionable insights that inform business decisions across departments.

This is an exciting opportunity for someone looking to start their career in data, combining hands-on experience with a structured learning pathway. You'll work alongside experienced data professionals and gain exposure to real-world commercial data projects, reporting tools, and client analysis.

What you will do...

As a Data Analyst Apprentice, your responsibilities will include

- Support the Data Team with daily operations and data outputs
- Assist in managing and resolving data-related queries via the internal ticketing system and ensure timely and accurate data delivery to clients and internal teams.
- Perform basic data extractions and queries across internal databases, supporting internal teams with data insights and reports.
- Collaborate with the Database Analysts and campaign management team to meet deadlines and maintain data accuracy.
- Participate in departmental projects and foster positive working relationships with internal stakeholders and external clients.



You are likely to have skills and experience in...

We're looking for someone who is passionate about data and eager to develop a career in analytics. You will likely bring:

- A basic understanding of data structures, workflows, and database environments.
- The ability to write and troubleshoot simple to moderately complex T-SQL queries, including stored procedures and views.
- Experience with tools such as SQL Server Management Studio or Query Analyzer.
- Strong problem-solving skills and a structured, methodical approach to analysing and resolving data issues.
- Clear and confident verbal communication skills, with the ability to work effectively with both technical and non-technical colleagues.

Qualifications and Experience:

- Grade 5 or above in GCSE Maths and English
- A-Levels (or equivalent), ideally including Computing, Mathematics, or another analytical subject – or relevant work experience
- Confidence using Excel and a willingness to learn new tools and systems

Ready to apply?

Email your CV to talent@pdv.agency