New opportunities at Zapmap

Role Title: **DATA ASSISTANT** – part time and temporary (6 months duration with potential extension)

Hours: 12 hours per week in 3-hour sessions

Reporting to: Rosie South – Head of Customer Operations

Location: Bristol/Hybrid – 1 shift per week in the office

The Company:

We are the UK's leading app and digital platform for Electric Vehicle (EV) drivers, enabling them to search for charge points, plan journeys, pay on participating networks and share updates with other EV drivers. We aim to make charging simple, and provide EV drivers with peace of mind and the confidence to drive any length of journey in their EV.

With a market-leading tech brand and the backing of Good Energy, a leading renewable energy company, Zapmap's mission is to accelerate the shift to electric vehicles and help the drive towards zero carbon mobility.

Zapmap attracts more than 300,000 UK cross platform users per month. We are the go-to data source for the industry. We facilitate news and updates and provide tools for current and prospective EV drivers.

With over 10 years of industry experience and unique data sets, Zapmap offers a range of B2B services including promotion, content, data and market insights.

The Role:

This part time position is to help manage the UK's leading electric charging database; working in a small dynamic team.

This role is to play an important part in ensuring the Zapmap charge point database is kept up to date with charge points and all related information. As part of the role you will be adding new charge points, removing devices when needed, as well as investigating customer feedback and taking the appropriate action. You will also need to action all charge points which have had missing data flagged or require updates, whilst ensuring you are adhering to our data quality guidelines at all times. As well as using our in-house database, you will refer to websites, maps and apps to check data and use these tools to ensure Zapmap's app is accurate. You will be comfortable investigating to find the required information, and will apply a meticulous approach to ensuring the data you load is completely accurate. Importantly this ensures our app is as accurate as possible to make sure we provide our customers with the best user experience.

Required Skills

- Happy dealing with data and numbers

- Familiar with using spreadsheets

- Excellent attention to detail

- Logical approach

- Quick to pick-up instructions

- Good written communication skills

- Self motivated

- PC literate (Microsoft Office and/or G-Suite)

- Comfortable with technology / digital tools

  Able to work remotely from home (you'll need a stable internet connection and a quiet place to work)

Nice to Have

- Interest in the environment

- Experience of working in an office

Our offer

The EV market is growing at an extraordinary pace. Working at Zapmap means working in a dynamic and innovative organisation, where new ideas and developments need to be actioned and deployed quickly, with each day bringing new challenges. As one of the leading aggregator businesses in this space, you'll have the chance to actively contribute to a more sustainable future.

We believe that finding a candidate with the right attitude and aptitude for the role is more important than the hours worked or specific prior experience. So please get in contact if you feel that you would excel in this role, even if you don't tick every box on this job description

Pay rate - £12 per hour

12 hours per week, in four 3-hour sessions

Hours – 9.30am - 12.30pm or 2pm - 5pm

Duration – 6-month, fixed term contract, with potential to extend

Location - this role is predominantly remote but you will be required to come into the office for one shift a week, therefore you must be based in Bristol or a commutable distance.

Join our small, committed team, direct applications only please to jobs@zap-map.com No CVs will be acknowledged or accepted from recruiters.

Application close; 4 January 2025