



COTERIE

Analytics Manager

Context

Join a dynamic, market-leading fine wine group! Coterie Holdings is building a unique ecosystem encompassing all aspects of fine wine, from acquisition and storage to trade and enjoyment. We're passionate about delivering best-in-class service through our expert team, streamlined processes, and cutting-edge technology. With ambitious plans for international expansion, particularly in Asia, there's never been a more exciting time to join Coterie Holdings. We are committed to fostering a collaborative and supportive work environment where employees can thrive and make a significant impact. Shape the future of fine wine with us.

Overview

As Analytics Manager at Coterie Holdings Ltd., you will be a crucial leader in our data-driven transformation. Reporting to the chief Data Officer, you will play a pivotal role in managing the implementation of cutting-edge AI and BI solutions, working in close partnership with our Data Scientist, Chief Data Officer (CDO), and a small team of Analytics Business Partners. You will be instrumental in embedding these solutions and reporting throughout the Coterie group, driving data-informed decision-making at all levels. This is a highly visible role offering significant influence and opportunities for growth within a dynamic and ambitious organisation.

Specific Responsibilities

- **Looker Dashboarding & Reporting:** Lead the design, development, and maintenance of interactive dashboards and reports using Looker, ensuring data accuracy, insightful visualisations, and user-friendly interfaces for various stakeholders.
- **Team Management:** Manage and mentor a small team of Analytics Business Partners, providing guidance, training, and support to enable them to deliver high-quality work. This includes setting goals, providing performance feedback, and fostering a collaborative and supportive team environment.
- **Stakeholder Management:** Build and maintain strong relationships with key stakeholders across the Coterie group. Effectively communicate complex analytical findings and insights, tailoring your communication style to different audiences. Proactively identify and manage risks and issues related to data strategy and implementation.
- **Project Management:** Collaborate with the Data Scientist and CDO to support the implementation of AI and BI solutions built on GCP, BigQuery, Vertex AI Studio, and Looker. This includes defining project scope, managing timelines and budgets, and ensuring successful delivery.
- **Data Strategy Support:** Contribute to the development and execution of Coterie's overall data strategy, ensuring alignment with business objectives. Identify opportunities for data-driven improvements across the organisation.
- **Process Improvement:** Develop and implement standardised processes for data analysis, reporting, and visualisation, ensuring efficiency and consistency across the team.
- **Data Quality:** Advocate for data quality and integrity, ensuring that data used for analysis and reporting is accurate, reliable, and consistent.



Required Skills and Experience

- Ideally, 5+ years of experience in a data analytics management role, with a proven track record of successfully leading and mentoring teams.
- Extensive experience with Looker, including dashboard design, data modelling, and report development.
- Strong understanding of data warehousing concepts and experience with BigQuery.
- Excellent communication, presentation, and interpersonal skills; ability to communicate complex information clearly and concisely to both technical and non-technical audiences.
- Proven ability to manage multiple projects simultaneously and meet deadlines.
- Experience working with senior stakeholders and influencing decision-making.
- Bachelor's degree/equivalent or higher in a relevant field (e.g., Statistics, Mathematics, Business Analytics, Computer Science).

Desirable Skills and Experience

- Experience with AI/ML technologies and GCP (Vertex AI Studio).
- Experience working within a highly ordered industry (e.g. financial services or insurance).
- Project Management Professional (PMP) certification or equivalent.
- Experience with Agile development methodologies.

To perform the role to a high level, you'll be able to demonstrate the following skills

- **Organisational Skills:** Strong organisational and multitasking skills with the ability to manage multiple tasks simultaneously.
- **Communication:** Excellent written and verbal communication skills. Able to liaise with clients, suppliers, and team members professionally.
- **Attention to Detail:** High level of attention to detail.
- **Problem-Solving:** Ability to think on your feet and handle unexpected issues that arise.
- **Team Player:** A proactive and positive team player who is willing to pitch in and support the team where needed.

What We Offer

- **Salary:** Competitive
- **Bonus:**
- **Pension:**
- **Healthcare:**
- **Events:**
- **Education:** comprehensive training on Looker and Gemini, as well as ongoing professional development opportunities, and opportunity for wine education sponsorship
- **Flexibility:** this role is flexible with a base of either our Mayfair, Luton, or Suffolk office and the ability to work from home.

To Apply

This is an exciting opportunity to join a dynamic and growing company and make a significant contribution to its success. If you'd like to apply, please send a cover letter explaining what you can bring to the role, along with your CV to the People team, hr@hnwines.co.uk by the 7th February 2025.