

# Job Description



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<b>Role:</b>	<b>Database manager and Programmer</b>
<b>Base Office:</b>	Singapore or Kuala Lumpur
<b>Business Line:</b>	Global Insights Consulting
<b>Classification:</b>	Full time, Permanent
<b>Direct Manager:</b>	Chief Operating Officer

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## COMPANY OVERVIEW

**The NMG Group** is a global advisory and intermediary firm focused exclusively on the financial services sector. Established in 1992, NMG has enjoyed rapid expansion internationally and now has over 800 employees in 18 cities, covering all inhabited continents.

**NMG Consulting** is a leading multinational insurance and investments consultancy, integrating consulting, insights and analytics. Our consultants provide strategy consulting, insights, analytics and actuarial services to financial institutions including banks, insurers, reinsurers and fund managers.

**Global Insights Consulting Practice** – our largest business-line globally, runs evidenced-based consulting programmes, based on interviewing the leading industry experts, and key decision makers at buy-side clients and intermediaries annually, to analyse industry trends and the competitive performance and positioning of sell-side providers. The Global Insights Consulting practice conducts more than 50 evidence-based Insights Consulting Programmes annually, covering insurance, wealth management, asset management and reinsurance, across all major financial services markets internationally.

The combination of our specialist focus, global network (presence in 51 countries), research and analytics, give us a unique perspective on the market dynamics relevant to the insurance, reinsurance and investments industries globally.

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## SUMMARY STATEMENT

This role will be responsible for:

- Overseeing the user access, structure and administration of our cloud-based CRM and respondent databases,
  - Supporting user access rights and content upload to our online report delivery platform (a component of our online insights portal), and
  - Web-programming/ development support for our online insights portal
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**KEY RESPONSIBILITIES:**

- Manage user rights and access to our on-line report delivery platform
- Support the implementation, customization and on-going administration of our cloud-based databases (interviewee contact management and CRM) in line with global data protection regulations
- Evaluating database management tools that will enhance database operation to increase efficiency
- Performing regular database re-organization and maintenance for the efficient operations of databases
- Direct database maintenance and updating
- Support the development of NMG's on-line insights portal
- Provide programming/development support to our analytics practice to create and upload new questionnaires into the CAPI online interview tool
- Provide ad-hoc technology support as required

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**QUALIFICATIONS, EXPERIENCE and ABILITIES:****Required**

- Able to write HTML and CSS from scratch
- Able to add interactivity to a website using JavaScript (or jQuery)
- Practical experience in database design, data maintenance and database security
- Strong organisational abilities and high attention to detail
- Ability to thrive within a small team
- Self-starter with ability to work independently and manage deadlines
- Strong desire to develop expertise and take on more responsibility
- A passion for excellence

**Preferred**

- Familiarity with data security regulations and managing data privacy issues
  - Knowledge of Javascript, JQuery, Angular, responsive design and mobile first approach, a plus
  - Experience with online study administration, Confirmit experience preferred but not essential
  - Knowledge of HTML Graphics (Canvas, SVG)
  - Experience working with cloud-based database technologies such as those that are offered by AWS, Microsoft Azure, Google Cloud SQL
  - 3 + years work experience
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