

Job title: Data Assistant

Location:	Remote, resident in Belgium, France, Germany, Spain, Sweden or the UK
Contract Type:	Part-time consultancy contract – initial term to end of 2026. May lead to permanent position.
Compensation:	€15.390 (based on 11 months, 12hrs/week)
Language:	English

Electronics Watch is looking for a **part-time Data Assistant** who is organised, detail-oriented, and eager to learn. This is a great opportunity for someone studying for, or starting a career in, data, research, and nonprofit operations — with flexible hours and the ability to work from home.

The **Data Assistant** will support our team by maintaining accurate, organised, and accessible data. You'll assist with collecting, entering, cleaning, and analysing information that supports our work. Working remotely, you'll use spreadsheets and data tools to create reports and summaries that help the organisation track progress and communicate impact. This work helps our efforts to increase transparency and leverage to influence change in some of the most sensitive industries for workers' rights abuses.

About the organization

Electronics Watch is an industry-independent, not-for-profit organisation dedicated to using public procurement leverage to protect the rights of workers in global supply chains. We coordinate worker-driven monitoring and remediation in collaboration with civil society organisations and trade unions in production countries, with a focus on the electronics and battery supply chains.

Electronics Watch represents more than 1500 public buyers in Europe and Australia. Our powerful network of public buyers and civil society monitoring partners in production countries act in concert to promote workers' rights. Public buyers working together and speaking with a united voice have leverage with their suppliers. Worker-driven monitoring provides evidence of rights violations that public buyers use to hold suppliers accountable. Dialogue with companies based on worker priorities and public buyer demand results in improvements for workers.

Responsibilities

- Collect, enter, and maintain accurate data.
- Support the organisation's database and CRM systems.
- Clean and organise datasets, checking for accuracy and consistency.
- Use Excel to analyse and summarise data, including creating pivot tables.
- Assist the Data Administrator in collecting data from external organisations and processing the resulting submissions.
- Maintain confidentiality and follow data protection and privacy guidelines.

Key competencies

Education:

- Progression towards a qualification or career in data science or analytics.

Required skills & qualities:

- Strong proficiency in **Microsoft Excel**, including **pivot tables**.
- Understanding of database structures and concepts.
- Excellent attention to detail and accuracy.
- Comfortable working independently in a remote setting.
- Good communication and organisational skills.
- Willingness to learn and grow within a small, mission-driven team.

Ideal (preferred) skills:

- Experience using **Power Query, Power BI, OpenRefine** or similar data manipulation/visualisation tools.
- Familiarity with **databases, low-code development platforms** or CRM systems

Other requirements:

- Ability to work remotely
- Access to a suitable desktop/laptop device – Windows or MacOS – application software licensing will be provided.

What we offer

- Flexible, fully remote work environment.
- Supportive and collaborative small-team culture.
- Hands-on experience with real-world data and impact reporting.
- The opportunity to contribute meaningfully to a human rights focused mission.

TO APPLY

Please send a cover letter, CV, and the names and contact information of two references to info@electronicswatch.org by January 18th, 2026. The subject line of the email should read 'Data Assistant - Application'. **ELECTRONICS WATCH WILL ONLY CONSIDER APPLICATIONS SENT IN VIA THE ABOVE EMAIL.** We anticipate a start date in early February 2026.

Electronics Watch welcomes job applicants of different backgrounds. As a Dutch organisation we comply with the Dutch Equal Treatment Act which prohibits discrimination on grounds of religion, belief, political opinion, race, sex, nationality, sexual preferences or civil status in employment.