



**Onix Central Ltd**

<b>Job Title:</b>	Onix administrator	<b>Job Category:</b>	Administrator
<b>Location:</b>	North Oxford	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	£9 / hour	<b>Position Type:</b>	6 month contract
<b>HR Contact:</b>	Emma Barnes	<b>Date written:</b>	5/6/2009
<b>Will Train Applicant(s):</b>	Yes	<b>Job starts from:</b>	4/7/2009

<b>Applications Accepted By:</b>	
<b>E-mail:</b> emma.barnes@onixcentral.com Subject Line: RE: Onix Administrator Role	<b>Mail:</b> Email applications only, please.

**Onix Central is a software business which has rapidly established itself as the provider of choice for book publishers, distributors, agents and other industry players of all sizes seeking to manage and put to work their bibliographic data. With a fast-growing client base we are looking to establish a team of motivated graduates looking for a first role in publishing which will provide them with solid experience to stand them in good stead for their career. Visit [www.onixcentral.com](http://www.onixcentral.com) to find out more about the company.**

**Job Description**

**Job Purpose:**  
To work on a variety of ONIX / XML client projects ranging from database implementations to websites and marketing materials creation.

**Duties:**

- To work on tasks as defined by the Operations Manager and Directors
- Tasks to include but not limited to data cleansing; database population with client data; XSLT editing and use; website editing in Xhtml; database testing; writing support notes for clients.
- Responsibility to identify and escalate both client concerns and ideas stemming from work on the tasks which can be used to improve our offer.
- The successful candidate will have an ability to work on his or her own as well as part of a team, and will be keen to use the opportunity to get a solid grounding of work experience in this role that will help them in their future career in publishing.
- Possible scope for additional experience to be gained in the director's sister company, award winning independent publisher Snowbooks.

**Skills/Qualifications:**

- Good communicator, written and verbal
- Have a good understanding of relational databases and of XML. Current skills are less important than a



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firm grasp of the concepts and a willingness to learn new skills			
<ul style="list-style-type: none"> <li>• Desire to be at the cutting edge of XML usage in publishing</li> <li>• Problem solver</li> <li>• Willingness to be part of a small team</li> <li>• Ideally, working knowledge of XML, XLST and ONIX, Dublin Core, MARC, O'Reilly Labs</li> </ul>			
Reviewed By:	RT, RJ	Date:	6.6.2009
Approved By:	RT, RJ	Date:	
Last Updated By:	EB	Date/Time:	6.6.2009