



JOB DESCRIPTION

Job Title	Data Administrator
Reporting to	Head of Business Solutions
Department	Business Solutions team
Location	Park Royal, London

Overview of role

The Business Solutions team supports delivery of the business strategy and is responsible for the applications, technology, business processes, data and business intelligence.

The main function of the Data Administrator (DA) is to take ownership of item data relating to the spirits, beer and softs portfolio. The DA will also be involved in item data wine and when established, will take ownership of the customer, contact and vendor data. The DA is responsible for creating new item records on the NAV system as advised by the Buying team; ensuring 100% accuracy and compliance & reviewing existing data. The role also involves working with the Head of Business Solutions on all data related issues including plans to improve the quality of the company data; implement data standards and implement data governance processes.

Working in a team of 5, the role requires a suitably experienced self-starter who works autonomously and can engage effectively with business stakeholders. The role reports directly into the Head of Business Solutions and involves close liaison with the Buying team.

Company systems

The user universe includes mobile/remote users (100), head office based (100), and warehouse & distribution users (100). The head office is on the same site as the bonded warehouse facility in London NW10 and E&C also runs a small office and shop located in Bath. The company has both a B2B and a B2C website. The business uses Dynamics NAV 2015 to support key business processes, inventory and financials; there are several add-ons that integrate to Dynamics NAV 2015. NAV 2015 is supported in all aspects by a certified reseller, TVision Technology [TVT]. The business data includes approximately 6,000 SKU; 6,000 customer/contacts and 500 vendors.

Duties & responsibilities

Product set-up, item data maintenance and pricing

- Set up new items as advised by the Buying team
- Accountable for product and supplier data accuracy, working in collaboration with the Buyers
- Constantly maintain and improve the accuracy and quality of Item Card Data in the ERP system
- Regularly review accuracy and consistency of all information regarding the portfolio and suppliers, including information on suppliers, images, labels, allergens, barcodes, packaging data, technical specifications and tasting notes and work with the Buying team to get the required data to be updated
- Maintain the 'Estimates' tabs (costing data) on the Navision database as advised by the Buying team

Centralised data governance and process review

- Work with the Head of Business Solutions and the BI Developer to create comprehensive data standards
- Document the data standards for each data point (initially items & vendors); build process maps, issue instructions and ensure familiarity with all the business processes and in particular the areas where data is captured/generated
- Become a super-user/expert on all data and process issues
- Work with other data input users to agree and adopt the data standards
- Police adherence to the agreed data standards
- Implement measures to track data accuracy
- Work with a mixed cross functional team to identify a suitable supplier portal to capture data on all new SKUs
- Work on project from start to finish and assist in the definition and implementation of a supplier portal

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications/ Training	Educated to A-level standard as a minimum Higher level GCSE's or equivalent in English, Science and Mathematics	Computing degree, Business Degree, or any equivalent qualification regarding data/stats
Knowledge/ Experience	Experience working in a similar administrative function Excellent Microsoft Office skills, particularly Microsoft Excel	Experience using Microsoft Navision or a comparable Management Information System Experience working in the on or off-trade alcohol industry
Skills/ Abilities	Must be able to work autonomously but also be a good team player Good interpersonal and strong communication skills – ability to engage at all levels High level of accuracy <u>& attention to detail</u> Self-motivator with a pro-active attitude, able to act on own initiative & take ownership Strong prioritisation and organisational skills Collaborative/cross functional worker Commitment to delivering a high standard of work	