

Data Administrator

Line Manager

Supplier Engagement Team Leader

Overall Purpose

The Data Administrator will collect and process data relating to our clients' obligations under the Packaging, WEEE and Batteries regulations. The Data Administrator will liaise with suppliers of Data Insights' customers to collect information by email, as well as spending time at client sites to undertake weighing exercises.

The Data Administrator will work alongside Account Managers and Data Team Managers to compile data and calculate obligations for a range of accounts. They will also interact with other departments within Valpak, as well as external organisations, and will therefore need excellent communication skills and a high level of professionalism.

Key accountabilities

Responsibility	Objectives
Collection of packaging, WEEE and batteries data	<ul style="list-style-type: none"> To contact the suppliers of Data Insights' clients to gain weights information by email To visit client sites to conduct weighing exercises To collect and weigh sample products at Valpak's offices
Data cleansing and maintenance	<ul style="list-style-type: none"> Complete data transformations on data provided by suppliers to load into Valpak's database Become an expert in utilising in house software system (EPIC) which inputs and analyses weights information To use MS Excel applications to check and improve the accuracy of data within EPIC databases
Customer service	<ul style="list-style-type: none"> To produce written communication with clients and suppliers through emails and letters To provide telephone support to clients and suppliers when collecting packaging weights information
Understanding of the packaging, WEEE, and batteries regulations	<ul style="list-style-type: none"> Develop and maintain a good knowledge on the packaging, WEEE and batteries regulations To provide support to the Account Managers in the calculation of the packaging, WEEE and Batteries submissions

Experience, skills

- Task Driven
- Must have high standards of accuracy and attention to detail
- Must have high level of professionalism and communication skill
- Confident working with data via MS Excel
- Experience of working in an office environment using email and telephone is desirable
- Experience of analysing and manipulating large volumes of data is desirable
- An interest in VBA coding is desirable
- An interest in environmental issues is desirable

Qualifications

- Full UK Manual Driving License
- Minimum: Grade C in Mathematics and English GSCE/O Level standard
- Desirable: Educated to at least A level standard or equivalent

Contact Us

For more information please call 03450 682 572 or email careers@valpak.co.uk