

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 the suppliers of Data Insights' customers to collect information via our online portal, as well as spending time at client sites to undertake weighing exercises.

The Data Administrator will work with 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 through our online portal To visit client sites to contact weighing exercises To collect and weight samples products at Valpak's offices
Customer Service	<ul style="list-style-type: none"> To provide verbal and written communication via email, phone and Live Chat to support the suppliers of Data insights' customers with their packaging, WEEE and batteries data requests To be point of contact and build a strong working relationship with the suppliers of the Data Insights' customers.
Data cleansing and maintenance	<ul style="list-style-type: none"> Complete data transformations on data provided by suppliers to load into Valpak's EPIC 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 the data with EPIC databases
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

Experience, Skills

- Must have high standards of accuracy and keen attention to detail
- Must have a high level of professionalism and communication skills
- Confidence working with data via MS Excel
- Customer Service experience is desirable
- Experience using email and telephone in a work environment is desirable
- Experience working in a small team is desirable
- Experience manipulating large volumes of data is desirable
- An interest in environmental issues is desirable

Qualifications

- Full UK Manual Driving License
- Minimum: grade C in Mathematics and English GCSE/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