

Data Administrator

Line Manager

Training Manager

Overall Purpose

The Data Administrator will collect and process data relating to our client's obligations under the Packaging, WEEE and Batteries regulations. The Data Administrator will liaise with suppliers of Data Management's 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 Assistant 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 Managements' clients to gain weights information by email• To visit client sites to conduct weighing exercises• To collect and weigh sample products at Valpak offices
Data cleansing and maintenance	<ul style="list-style-type: none">• To use in-house computer software to input and analyse 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">• To receive in-house training on the packaging, WEEE and batteries regulations• To provide support to the Account Managers in the calculation of the packaging, WEEE and Batteries submissions
Valpak company policies	<ul style="list-style-type: none">• To work within the guidelines of Valpak's ISO accreditation and Risk Management Policies• To adhere to all of Valpak's Health and Safety Policies

Data Administrator

Key areas

- Provide a high standard of accuracy in collection and management of data
- Provide excellent customer service when dealing with clients and client's suppliers
- Develop a good understanding of Data Managements services and processes

Experience, skills

- Task Driven
- 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
- Must have high standards of accuracy and attention to detail
- Must have excellent communication skills, both verbal and written
- Must be a confident individual who can work well on their own or as part of a team
- Must have high level of professionalism
- 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