

Data Administrator

Line Manager

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 work alongside Account Managers and Data Team Managers to compile data and calculate obligations for a range of accounts.

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. 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
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 database
Collection of packaging, WEEE and batteries data	<ul style="list-style-type: none"> To visit client sites to conduct weighing exercises To collect and weigh sample products at Valpak offices To contact the suppliers of Data Insights' clients to gain weights information by email
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 waste submissions
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
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

Key areas

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

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