

EPIC Analyst

Line Manager

EPIC Assistant Manager

Overall Purpose

The EPIC Analyst will conduct activities to primarily support the EPIC team in achieving its objective of improving the quality of data held in the EPIC database. They will also support activities for the completion of requests for data and reports from Valpak Consulting and other Valpak operational teams.

In addition to this, they will also be responsible for their own internal projects which include the VDM weighing project and the development of Plastic Pact database. Therefore, the candidate needs to be good at handling data and a pro-active problem solver.

Key accountabilities

- Conduct the VDM Weighing Project to ensure ISO Quality Objectives are met
- Run quality checking reports regularly to ensure improved accuracy
- Compile data required as part of Consulting projects and help ensure the data within EPIC is suitable for these projects
- Liaise with EPIC Manager and EPIC Assistant Manager on EPIC system requirements, conducting testing of systems in a timely fashion
- Identify system development opportunities through hands-on experience of processes
- Identify data extraction and manipulation efficiencies by developing technical skills
- Cleanse database of any inaccuracies
- Train Data Solutions staff on EPIC processes

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 the EPIC database.

Experience, skills

- Must have proven experience using MS Excel
- Must be comfortable working with data
- Must have high standards of accuracy and attention to detail
- Must be a pro-active problem solver
- Must be a confident individual who can work well on their own or as part of a team
- Must have excellent communication skills, both verbal and written
- Must have high level of Professionalism
- Experience of working in office environment with telephone and email is desirable
- A knowledge of MS Access is desirable

EPIC Analyst

- Experience of analysing and manipulating large volumes of data is desirable
- An interest in environmental issues is desirable

Qualifications

- Full UK Manual Driving License
- Desirable: Educated to degree level or equivalent

Contact Us

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