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| **Job Title** | **Masterdata Administrator (Product)**  |

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| **Reporting to**  | Head of Accounting Services |
| **Business Unit** | Commercial GB |
| **Department**  | Accounting Services |
| **Job Grade (if applicable)** | N/A |
| **Location**  | Bristol |
| **Travel Requirements (if applicable)** | N/A |

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| **Role Summary**  |
| * To provide high quality Masterdata support to ensure accurate and timely product data setups and amendments.
* To complete checks to minimize inaccurate information and to highlight any anomalies.
* Deal with queries from the business on product data.
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| **Key Accountabilities**  |
| * Create, amend, and advise on product data and queries in an accurate and timely manner in line with business process
* Undertake projects/tasks which assist in maintaining all aspects of data hygiene
* To undertake any ad hoc projects requested
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| **Key Stakeholders** |
| **Internal**On Trade Sales TeamOff Trade Sales TeamBuying TeamFinance Team | Customer Services Accounts PayableSupplyLogistic / Depot Network | **External** CustomersSuppliers |

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| **Skills** |
| * Working knowledge of an ERP tool (e.g., JDE, Oracle, SAP)
* Numerate and meticulous
* Attention to detail
* Ability to organise and plan individual workload and to work unsupervised
* Ability to work under pressure to achieve deadlines
* Ability to communicate at all levels
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| **Experience and Qualifications** |
| * Experience of maintaining Masterfile data
* Experience in a Finance/Processing environment
* Proficient working knowledge of Excel
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| **Values**  |
| **Tenacious*** Never gives up
* Demonstrates a positive, can do attitude
* Is passionate, enthusiastic and engaging
 | **Trusted*** Delivers what is promised
* Keeps the customer at the heart of decision making
* Is personally accountable for decisions and actions
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| **Tempted*** Pushes the boundaries to enhance personal and business performance
* Demonstrates entrepreneurial thinking to maximise commercial opportunities
* Takes calculated risks and acts with pace to deliver
 | **True*** Delivers for the good of the business as a whole
* Builds strong relationships based on mutual respect
* Play your part to ensure we work together as one team
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