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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 Team  Off Trade Sales Team  Buying Team  Finance Team | Customer Services  Accounts Payable  Supply  Logistic / Depot Network | **External**  Customers  Suppliers |

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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 |
| **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 |