Product Data Administrator

Job title:	Product Data Administrator
Function:	This role is responsible for supporting the Category Management team.
Lines of Communication/ Responsibilities:	• Upwards – Head of Category Management, Senior Category Manager, Category Manager, Cruise Senior Category Manager • Laterally – Project Administrator, Junior Product Manager
Hours of work:	40 hours per week 08:00 – 17:00 Monday – Friday
Location:	Office based. Yarrow Road

Duties:

- Monitor and ensure that PIM (product information management) data up to date on all products. Liaising with SMEs to collate required data
- Manage product set ups, ensuring accuracy and no backlogs
- Take ownership of data updates, including prices, supersedes, obsoletes
- Manage price file data analysis and uploads
- Update team with out of stock and run down products to proactively find alternatives ensuring system updates occur and are communicated to relevant divisions
- Price and availability checking on third party products
- Price file data analysis and uploads
- Manage supplier set ups in a timely manner
- Streamline tasks to ensure Category Managers have required information to decision make a pace
- Flag duplicate products to enable Category Managers to consolidate as required
- Contribute to ongoing relationship management of third-party suppliers

Systems and Programmes
- Perfion (Product Information Management)
- OGL
- Arcus
- Excel / Smartsheet
- Sugar

Personal Attributes:

- Self-starter with a proactive mindset
- Able to prioritise and manage own workload effectively

- Result orientated; tenacious approach to problem solving
- "Can do" attitude; demonstrates determination to resolve issues
- Focuses on achieving business and customer's needs and objectives
- Highly organised, naturally forward planning, logical structured thinker
- Good attention to detail and takes pride in accuracy of work
- Flexible approach; adapts to change easily
- Willingness and curiosity to develop knowledge and skills
- Great team player; seeks to contribute and support

Experience & Background

- Data input and administration
- Experience working with multiple database/CRM systems
- Excel to intermediate level
- Experience office based, working in a team environment

Business Focus

Personal Results	Sets oneself clear and challenging objectives, striving to achieve them within agreed deadlines

People Focus

Managing Relationships	Builds and maintains good relationships with colleagues and suppliers by adopting the most appropriate approach to deal with people and situations
Communication– Verbal/ Written	Conveys accurate information effectively, using the most appropriate methods to reflect the needs of the audience and ensure understanding.

Personal Focus

Personal organisation:	Efficient in one's use of time and works in a well structured way
Self Control	Performs effectively by keeping emotions under control, particularly in stressful and difficult situations
Self Development	Takes responsibility for personal improvement, learning from experience and new situations
Determination	Demonstrates repeated effort ever a period of time, overcoming obstacles in order to achieve a goal

Quality Focus

Thoroughness:	Is accurate, pays attention to detail and ensures tasks are completed on time
Quality Conscious:	Consistently works to a high standard and looks for ways to improve current working practises and processes
Initiative	Takes appropriate action before being asked and actively finds solutions to problems
Integrity	Shows support for group Values – particularly demonstrating the highest levels of honesty and integrity

Last updated: August 2024