

Database Officer

- Job title:** Database Officer
- Function:** To ensure Supplier and Product data is accurate and up to date within Tower Supplies business computer system (ERP).
- Lines of Communication:**
- Upwards – Data and Rationalisation Manager
 - Laterally – Fulfilment Officer, PIMS and CtrlCloud Database Officer and Expeditor
- Responsibilities:**
- To – Data and Rationalisation Manager
- Hours of work:**
- Minimum of 42.5 Hrs between the hours of 06:00 – 18:30

Duties

1. Responsible for setting up new products and ensuring all relevant and mandatory data is entered into Company ERP system.
2. Responsible for setting up new supply partners and ensuring all relevant and mandatory data is entered into Company ERP system.
3. Act as the central coordination point for supply partners and product information including cost price amendments.
4. Identify and escalate margin erosion due to supply partners price changes.
5. Production of operational daily reports, detailing supply partners, product and margin analysis.
6. Act as the gate keeper and actively challenge new product requests and suggest identical or similar alternatives.
7. Maintain and regular review existing product and supply partner data ensuring it is accurate and up to date, including product life cycle, lead time, images etc...
8. Ensure all relevant data sheets / specifications are either stored in Tower central repository or links available to supplier websites.
9. Organisation and monitoring of records / document storage in line with company Policy and ISO requirements both “electronically” and “hard copy”.
10. Support the migration and cleansing of product and supply partner data from different data bases / repositories.

11. Ensure invoice pricing disputes are escalated and closed in a timely manner
12. Raise Po's for logos ensuring best price break is achieved
13. Support the supplier delivery discrepancy process.
14. As and when required support all replenishment activities, including raising PO's, reviewing and suggesting order quantities, expediting and issuing out supplier performance information.
15. Ensure all essential tasks ("A") assigned to you are completed daily, weekly and monthly as required.
16. Carry out any other additional duties as required.

ROLE PROFILE

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| <p>Key responsibilities and approximate time split: <i>The key responsibilities for the role are included here and grouped under the following three headings to give a feel for the emphasis and percentage split of the job:</i></p> | |
| <ul style="list-style-type: none"> • Internal Team • Supply Partners • Customers | <p>35% 60% 5%</p> |

Personal Attributes:

High levels of attention to detail and accuracy.
 Extremely disciplined to ensure processes are followed
 Good IT skills
 Organised
 Ability to prioritise and work to deadlines,
 Product and Supplier knowledge
 Excellent administration and communication skills

Business Focus

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| <p>Meeting business needs:</p> | <p>Deals with supplier enquiries / information, cascades to the relevant person for reviewing and authorising before entering data into company ERP. Sends the appropriate documentation/reports in an accurate and timely manner.</p> |
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People Focus

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| Managing relationships: | Seeks to build and maintain professional relationships with all Tower employees, clients and supply partners. |
| Communication: verbal/written | Chooses the most appropriate method to communicate effectively with Tower employees, clients and supply partners. |

Personal Focus

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| Personal organisation: | Recognises and completes tasks allocated in priority order to meet timescales and deadlines set. |
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Analytical Focus

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| Information gathering: | Seeks to obtain all relevant information when dealing with tasks allocated in order to support the general running of the business and to enable scrutiny of business functions. |
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Quality Focus

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| Thoroughness: | Works logically with high levels of accuracy, paying attention to the detail of tasks allocated and the timescales set. |
| Quality Conscious: | Consistently works to a high standard and looks for ways to improve current working practices and processes. |

The Skills required for this role:

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| ■ Manpower | Ensure the integrity of product and supply partners data in company ERP system enabling Tower employees and external clients (Customers & Supply Partners) to complete transactions efficiently. |
| ■ Methods | Maintain an efficient approach to administration tasks to ensure that outputs meet the needs of the business and its clients. |
| ■ Materials | Set up products and supply partners ensuring all mandatory data is entered into the company computer system. |
| ■ Money | Work effectively within in your role to meet the Tower financial plan. |
| ■ Minutes | Accuracy, application of logic and prioritisation of tasks: daily, weekly monthly, periodically as directed. |
| ■ Machinery | Work in accordance with Tower health and safety Policies, and IT/Internet policies and procedures. |

Last updated: August 2021

