Job Specification

Data Administrator

Reporting to: Data Migration Manager

Key Purpose

To provide thorough and accurate administrative support by manually inputting various data into our systems.

Responsibilities

- Achieve individual objectives and key performance indicators as set and agreed
- Assist with the achievement of team targets
- Ensure all administration is dealt in a professional and timely manner and in line with company guidelines; this may include:
  - Scanning
  - Data entry
  - Self-quality checking
- Entering client and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Provide professional support and high levels of service to both internal & external clients
- To support colleagues from all areas of the business as required

Skills & Behaviours

- Demonstrate our values of Fun, Supportive, Professional, Working in Partnership and Ambitious
- Organised, resourceful, deadline driven and supportive of the wider team
- Quality orientated with great attention to detail
- Ability to work in a regulated, compliant and client focused environment
- IT literate