



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Specification Data Administrator
Business Unit / Group Function	OBU
BU Team / Sub-Function	NPD
Location	SBP
Team Leader	NPD Area Leader
Team Members	No
Job Level	5
Role Purpose Supporting NPD and CSR teams in the management and population of critical master data derived from our component packaging specifications into our systems to facilitate mandatory reporting.	
Accountabilities <ul style="list-style-type: none">• Technical Evaluation, analysis and interpretation of component specifications to extract key elements of critical master data.• Updating critical material characteristics to defined standards within the IFS system in a timely manner that meets business needs.• Communication and co-ordination with the wider team on task status to ensure work is delivered in line with project timelines.• Communication with packaging suppliers to request key elements of specification data.• Reporting overall status of data entry against set targets.• Maintaining regular feedback to overall working group to ensure any roadblocks are managed	
Essential Qualifications & Experience <ul style="list-style-type: none">• Attention to detail• Specification/Materials Knowledge• Competency in Microsoft applications (Excel & Word)• Proven ability to analyse and interpret data across multiple systems Desirable <ul style="list-style-type: none">• Interest in and willingness to understand environmental legislation• IFS/SAP/MRP systems experience desirable.	
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