

INFORMATION AND DATA CO-ORDINATOR JOB SPECIFICATION

An opportunity has arisen for an Information and Data Co-Ordinator to join our team. This is a demanding role which takes responsibility for the majority of information and data recorded and required within the Company. It will require extensive use of various IT systems, meticulous attention to detail and a good understanding of how data is stored and used within databases.

The role will include (but not be limited to) the following:

- Maintenance and updates to the Company websites
- Being the central point of contact to maintain, update and extend the use of the Company EPoS system, which will include (but not be limited to)
 - Creating and maintaining product data
 - Creating and maintaining till buttons
 - Monitoring online bookings
 - Creating online booking events
 - Creating and maintaining online booking web pages
 - Creating and maintaining stock information
 - Extending the use of the system to incorporate purchasing and stock control
 - Determining how the system can be fully utilized to streamline the working processes
- Being the central point of contact to maintain and extend the use of the Company Timesheet system which will include (but not be limited to)
 - Entering rota's and working plans
 - Recording working deviations
 - Entering holidays and other working information
 - Maintaining staff information
 - Determining how the system can be fully utilized to streamline working processes
- Control of Purchase Process including (but not limited to)
 - Maintain and extend accounting spreadsheets (to feed into Company Accounting Software)
 - Receiving invoices from Suppliers
 - Matching invoices to purchase orders
 - Entering invoice information into the accounting spreadsheets



- Migrating flow charts into the Company software
- Creation and maintenance of Microsoft Office Templates
- Ensuring Company Processes are maintained

The candidate will be expected to assist with other areas of the business including general administration, customer service, front of house etc. as required.

The person applying for this role must have excellent general IT skills including a good understanding of how databases operate. Whilst not being required to develop using software skills, an understanding of how software is utilized to provide front end solutions is an essential skill. This person must be logical and meticulous in their work. Full training on the use of the systems will be given, but this person must be able to have initiative to find appropriate solutions and be able to quickly learn information. They will be required to take ownership of issues and queries and provide working solutions.

Specifically this person must have excellent working knowledge of Microsoft Word and Excel, plus a good basic understanding of HTML coding. The candidate must possess a good understanding of Data Protection Laws and requirements.

The person appointed to this role will be enthusiastic, self-motivated, dedicated, well presented and professional at all times. The ability to work as part of a team is essential.

This role is contracted for 40 hours per week, circa £9.50 per hour depending upon experience. The applicant must be an EU citizen or prove eligibility for work in the UK.