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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Data Administrator | Department | Supply Chain |
| Function | Supply Chain | Site | Hain Daniels Fakenham |
| Date |  | Approved by(manager) | G.Beck |

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| SECTION 2 – JOB SUMMARY |
| To provide administrative support for the operations and supply chain function.Ensuring that production records are processed in a timely manner and efficient stock checks carried out in the factory to support declared usages.Entering data into the company MRP system accurately.Report reasons for variances by checking usages against Bills of Materials and looking at factory processes to identify waste creation or material gain points. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Stock checking**Carry out stocks checks within all areas of the factory and enter into the MRP system.Carry out ad hoc stock checks as requested by the Procurement team.Investigate stock losses and gains and submit reports to manager.Request or carry out a warehouse stock check to support variances.Report out of date materials or those that are due to go out date.Report incorrect rotation of stock usages. | 55% |
| **MRP Data entry**Collate production information from the factory and allocate to Manufacturing Orders via the MRP system.Close off Manufacturing Orders as soon as they are complete.Activating MRP to update data.Open Manufacturing Orders for next day’s production. | 30% |
| **Reports**Write up reports to explain any stock variances.Update departmental KPI sheet. | 10% |
| **C I Support projects within the business**Highlight problem areas within the business, with recommendations to improve and follow through to conclusion.AD hoc projects as required. | 5% |
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| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) | Good understanding of stock counting procedures.PC literate including Excel.Numerate and literate |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | A minimum of 2 years working in a stock control environment. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Ability to work under pressure.Flexibility – in terms of covering holidays / absence and assisting within other areas of the site.Problem solving.Communicate with staff at all levels.Confident with figures.Can do attitude. |

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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary ResponsibilityNone | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etc.Please put description and numbers |  |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Additional hours to cover holidays / absence when required and some weekend work.Shift working.Working temperatures from -25 to +5.Occasional off site storage counting. |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) |  |
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|  | Reports to (Job Title) |  |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |