

**Reports to:** Category Manager

## **Role Summary:**

We are recruiting for an Administrative Assistant who will support and manage all day-to-day administrative tasks within the category team. You will be responsible for product data management; supplier database updates and sample management; and research the market and record the information gathered.

## **Role Responsibilities:**

- Manage all data requirements within the department
- Data regarding products for suppliers must be set up and maintained accurately
- Generate and maintain departmental and category specific reports
- Manage data analysis required by category managers
- Research and collate market trends
- Support the wider team on projects and tenders

## **Skills and Experience:**

- Be highly numerate and analytical
- Have excellent attention to detail on data processing
- Must use own initiative and be able to prioritise own workload
- Knowledge of SAP would be advantageous
- Good level of knowledge on Microsoft Office
- At least 1 years' administrative experience
- Knowing a second language will be beneficial

## **Hours of work:**

40 hours, Mon – Fri, 9am – 5:30pm

## **Salary:**

Dependent upon experience