

## Role and responsibilities

### Identity

<b>Position title</b>	Contract Data Administrator
<b>Date</b>	September 2019
<b>Line Manager title</b>	Contract Data Manager

### Purpose

(the 'why' of the position, within which limits and according to what objectives)

Assist the Contract Data Manager in processing all the Tonnage information for the Greater Manchester Waste Group

Aid decision making by supplying regular accurate reports to the Management team.

Assist in the maintenance of an accurate and current Materials Manager (MM) system to enable the Sales Ledger to be closed in line with agreed timetables.

Liaise with customers to assist with queries.

Carry out detailed checks to validate the data held within the MM system.

Assist in the maintenance of tonnage data and development of strategies to monitor tonnage data.

Contribute to development of MM information systems.

Provide assistance and support and ad hoc duties to other members of the GM Contract as directed by the Contract Data Manager/Relevant Finance personnel.

### Ideal candidate experience

- Basic Financial Awareness
- IT Skills – Word, Excel, PowerPoint, Outlook, Internet, Lotus Notes, Financial Systems or ability to learn
- Experience of financial administration
- Customer service experience
- Problem Solving ability
- Communication Skills
- Knowledge of waste management industry
- Work as part of a team

### Area one - Empowered and Engaged Workforce

- Provide support to the Site Manager and other team members in operational activities to maximize the overall performance of the business

### Area two - Customer Service

- Liaise with local authority clients/customers
- Act as a point of contact for queries from authority client officers and liaison with internal resource provision
- Co-ordinate production and distribution of reports & data submissions within the team. These may include financial performance, as well as production of monthly operational reports

### Area three - Protection

- Ensure the business portrays a professional image to all internal and external customers and stakeholders. This will include support for contract review meetings and liaison groups
- Ensure the business meets internal and external standards and requirements
- Co-ordinate relevant data submission to ensure their timely collation and submission to relevant personnel;

### Area four - Profitable and Sustainable Company

- Assist in formulation of statistics and presentation materials

### Please note

1. In line with our Values and Ethics Charter, the job holder is expected to:
  - Act in an honest, responsible and respectful manner to others.
  - Be responsible for their own professional conduct.
  - Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
  - Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community.
  - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.
2. The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.