

Data Entry Administrator - Chichester (Hybrid)

This is one for spreadsheet lovers ...

Excel spreadsheets, lots of data and a nice cup of tea. Sounds like your dream job? Well imagine that, plus a team of lovely people, a great company to work for and hybrid working options - what's not to like? Rafferty Resourcing is recruiting for a Data Administrator for one of our awesome customers based in Chichester. This role will be working with multiple teams across the business for instance Customer Service, Internal Sales, Product Support and Warehouse. The Data Administrator will be providing administrative support in order to ensure that customer orders are fulfilled. This is a wonderful opportunity for someone who is looking to learn and develop new skills.

The Role:

- Liaising with wider team in respect of purchase orders, allocations, quantities
- Updating cost and product information forms
- Creating codes for new products and providing detailed product information
- Acting as the central point for all customer related data and administration
- Liaising with suppliers via phone and email

The Person:

We are looking for an experienced administrator, who is proficient in all MS Office applications - specifically MS Excel. Candidates must be confident using formulas and the VLOOKUP function. Applicants should have strong organisational skills with the ability to manage a busy workload.

Additional information:

- Hours of work Monday to Friday 9 am to 5 pm
- A mix of home and office working*
- Free car parking
- Great benefits package

**There is the option to work in the office full time or have a hybrid working week. Please note that exclusive home working is not available and applicants must be able to travel to our clients offices.*

**If you feel you have the relevant skills and experience and would like to apply,
please email a copy of your CV to jodie@raffertyresourcing.com**