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## Position Description – Data Admin

Date	April 2017
Position Title	Data Admin
Work Type	Full Time
Reports to	Marcus Coomer – Senior Business and Operations Support
Location	Wellington, NZ

### Introduction to GS1

We are proud to be a not-for-profit New Zealand owned and governed body. We are federated to 112 similar GS1 organisations around the world while working always for the best interests of the businesses and organisations who are our customers in this country. Business and other organisations around the world are able to communicate, share information, invest and buy and sell with greater ease and lower cost through their use of global standards for identification, data capture and sharing.

### GS1 New Zealand's core values

- Sleeves rolled up
- Committed to each other
- Building a better tomorrow, today
- Passionate and driven

### The Position

As a Data Admin your key area of involvement will be in supporting GS1's ProductFlow service line, which focuses on assisting our members to manage new product introductions and subsequent product changes with their trading partners. Current large retailers using the ProductFlow system are Foodstuffs (New World, PAK'nSAVE & Four Square supermarkets) and Progressive Enterprises (Countdown supermarkets). ProductFlow is becoming GS1's marquee service and more details can be found [here](#).

ProductFlow related activities include, but are not limited to, the receipting of customer jobs, barcode verification, product data collection and verification, image capture, plus general coordination and support activities related to ProductFlow.

### **Key focus areas include:**

- Receipting products delivered on-site into production workflow systems
- Manage systems, where required, updating client details and ensure that necessary product data and/or image changes are also updated in appropriate systems
- Manage product data checking in respective systems and databases for clients then compiling reports on your findings
- Assist with barcode verification reports on products as required
- Action incoming client general support requests relevant to ProductFlow

### **Qualifications, skills and experience**

- Understanding of quality control procedures
- Strong analytical and problem solving abilities
- Proficiency with the Microsoft Office Suite of products in particular MS Excel
- Excellent customer service skills preferably backed by experience in a help-desk or service support environment
- A relevant tertiary or vocational qualification would be helpful but not essential
- Be someone who would relish being part of a small, growing, dynamic and strategically focused team that is very successful now, but which has significant further potential in the future

### **Personal attributes**

- Self-starter, motivated, passionate, analytical person with excellent attention to detail
- Excellent written and verbal skills
- Flexible and adaptive
- Driver's licence required
- Ability to work in New Zealand
- No criminal convictions

## Remuneration

Remuneration will be competitive and based on your skills and level of experience together with what we believe you can bring GS1 NZ now and in the future. If you are looking for an opportunity to progress your career within a forward thinking strategic organisation, apply today!

If you are interested in this role please send your CV and a covering letter to Annique Davis – [Annique.Davis@gs1nz.org](mailto:Annique.Davis@gs1nz.org)