



Data Entry Specialist(SYS-21687)

Published Role Title	Data Coordinator
Location	Needham, MA
Salary & Benefits	-
Job Advert Description	Main Purpose
<p>To ensure that any master data which is entered into Clarks development or transactional systems is validated and entered with a high degree of accuracy within the framework of the Clarks Business Calendar. The maintenance of data will support the overall P&L of the Business Unit by providing timely product to market.</p> <p>Ensure all data requests meet the company standards and to check that the dependencies within the data object are not compromised by the request. Data is then updated to the relevant application within agreed SLA's and all interested parties are informed that the task has been completed.</p> <p>Key Outputs:</p> <p>Accurate, consistent and timely information within Clarks data architecture currently Range Tracker and SAP across the main data objects of article, site, customer and vendor.</p> <p>Ensure data changes are managed correctly and rejected where applicable but ensuring consistency across applications.</p> <p>Ensure the Business Unit and other consumers of data understand the implications of not maintaining data correctly and advise on the time required to complete data requests accurately.</p> <p>Supporting new team members and other colleagues to ensure thorough training across all applications and adherence to best practice always, including the maintenance of training material particularly when master data changes are implemented.</p> <p>High levels of data accuracy and therefore good quality reporting so the business can have confidence in the data they are using or viewing.</p> <p>Utilising key supporting application particularly Style Naming Database and the Patent Website to prevent litigation from 3rd parties over the use of inappropriate names.</p> <p>Support the Business Unit of key tasks with the management of supporting material such as such samples into the Digital Imaging department and the distribution of key exception reports from Range Tracker, SAP or SAP Hana.</p>	

Resource Accountabilities:

Budget:

Not applicable

People (FTE – Direct and Indirect):

Not applicable

Other Measures

Manage data entry to a high degree of quality (>97.5% accuracy) and within calendar deadlines or defined SLA's (<3 days for ad hoc requests)

Key Relationships:

Able to work across function to support the business unit the key stakeholders include:

Managers within the Article Data team

Product Line Managers

Product Development

Suppliers

Sourcing Teams

Customer services

Commercial teams – MCR and Wholesale

IT operations

Technical Skills:

Microsoft skills including Word, Outlook, Excel and Access

SAP – both single transactions and mass maintenance knowledge

Internal Clarks PLM/Data applications - Range tracker, Article

Customer

Assyst (or other internal call handling applications) – to manage incidents and calls through the IT support service

Successful Experience:

Able to maintain large quantities of information accurately while meeting company calendar deadlines

Good communication skills

Team player

Familiar with using reports and queries to maintain ongoing data quality

Able to understand the flow of data within a commercial organisation and its importance to delivering products to customers