



<b>Job title:</b>	Master Data Administrator
<b>Department:</b>	Digital Technology
<b>Responsible to:</b>	Senior Business Analyst
<b>Salary:</b>	Competitive
<b>Hours:</b>	40 hours per week
<b>Type:</b>	Permanent

### The Role:

We are looking for a Master Data Administrator to join our Digital Technology department. You'll be a part of a team masterminding the optimisation of the company's master data, so it is accurate, reliable and secure. Brompton has embarked on an ERP Transformation programme and require an experienced Master Data Administrator to join at a critical time and help drive the implementation the new system.

You'll bring broad data management experience to the table including Data Quality, Master Data Management and have worked on single customer view projects. You'll ensure business requirements are met when onboarded to the ERP and ensure the data quality, business rules and data model is fit for purpose whilst continually selling the benefits of an MDM / SCV to the rest of the business.

You'll be required to understand the business data processes and procedures and take ownership of the administration tasks that the company relies on. This includes the global pricing procedure which you will own and refine. You'll be involved in the evolution and implementation of these processes to improve company efficiency.

### Key Responsibilities:

- Be responsible for actively managing the item, customer, vendor and system master data sets.
- Work closely with other functions to promote and ensure data accuracy and integrity
- Be the central contact point for all system related enquiries relating to customers, products and master data.
- Administrator and identify opportunities within Trade and Consumer global pricing procedure.
- Administer the bike configurator and build in agility to the way of working which enables the Product Management and Sales teams to maximise opportunities.
- Develop data validation and exception reports to maximise data accuracy.
- Support staff internally, providing data lists, help with errors and training.
- Support the business to maximize full data efficiency to assist business growth.
- Manage and review legacy issues with data integrity, find the route cause and resolve.
- Escalate complex queries to the Senior Business Analyst when necessary.
- Help define and implement data management quality standard.

### The Person

The successful candidate in this role will be extremely detail orientated and experienced in MDM, ideally from a manufacturing industry. The person in this role will generate and provide specialist and administrative services and must be able to seek ways of perfect data, raising standards, reducing errors and overcoming omissions. The successful candidate in this role will be expected to be non-confrontational when handling or involved in conflict situations and in order to achieve agreed and acceptable standards and timescales.

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### **Essential Experience:**

- Deep knowledge of best practice Master Data procedures and quality standards.
- Demonstratable experience cleansing, refining and setting strict data controls.
- 2 years + working in similar Master Data Administrator role.
- Analytically minded with an impeccable attention to detail.
- Proficiency in Excel, pivot tables and complex formulas.
- The ability to manage multiple tasks/projects simultaneously.
- Highly organised, proactive and very quick learner.
- 1-3 years' experience working with ERP software, ideally working knowledge of Infor CSI/Syteline.

### **Desirable Experience**

- Advanced MDM knowledge and quality standards in manufacturing and/or retail businesses.
- Direct experience working with Infor Cloud Industrial Suite (CSI).
- Advanced knowledge of SQL, DQM, DQS.
- Advanced knowledge of Microsoft Power BI.
- Have working knowledge of GDPR.
- Understanding of manufacturing and supply chain processes.
- Working to ISO 10032/8000 or similar framework

### **Essential Skills**

- Must have meticulous attention to quality and detail.
- Strong interpersonal skills, while being assertive in a team environment
- Proactive and methodical approach to work.
- Able to work independently and ensure tasks are completed with little supervision
- Able to work under stress and meet tight deadlines
- Highly proficient in MS Excel

### **Education:**

- Degree level qualification in Business Information Systems, or experience to a similar level

The ideal candidate will come from a diverse background, bringing with them a wealth of knowledge in MDM in a manufacturing organisation.

### **About the Company:**

Our mission is to transform the way people live in cities. With over 16 million possible combinations of gears, colours, handlebars and accessories, we make more than just a bicycle, and we are more than just a bicycle company. We continue to make the Brompton in West London, where we started in 1975, but our product has travelled far - we now export 80% of our bicycles to 45 countries. In the past 2 years we have invested in a new purpose-built production facility, transformed our digital architecture, opened new flagship stores and had our biggest product launch in company history and we're not stopping there. To change urban living, we need passionate, innovative and talented people that want to challenge the status quo and make an impact.

We have set out a strategic plan to build a world class omni channel customer experience, where we empower our customers to engage with us seamlessly in any format they choose, in stores or digitally. We're building the technical foundations to a global ecosystem that will bring us closer to our customers and allow us to serve them in ways they expect, but to also delight them.

### **How to Apply:**

If you feel that you fit within the Brompton team spirit and you can bring talent, innovation and enthusiasm to our

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workforce then please email your CV and covering letter to the People team, at [recruitment@brompton.co.uk](mailto:recruitment@brompton.co.uk) . In the subject, please specify the role you are applying for. You are encouraged to submit when ready and not wait until the deadline. Please specify your salary expectations.

***You should be advised that any applications submitted without a covering letter and CV will not be considered for the role.***

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.