

Position Title	Administrator
Reports To	Business Analyst - Global Planning
Overall Job Purpose	To manage set-up of all wine data in AX systems and ensure timely receipts of wine information from suppliers. Proactively supporting Wine Buyers, involving frequent liaison with numerous internal departments and external suppliers.
Key Responsibilities	<ul style="list-style-type: none"> • Accurate and timely set-up of new wines on AX and WineSafe • Administrative management and creation of wine contracts, extending existing contracts and deleting old contracts. • Responsive to UK, US and AU Merchandising requests for fast and detailed product set-up turnaround • Manage the flow of wine information through the Global business • Manage samples for the Buyers; chase suppliers for samples; set up and clear away tastings. • Covering the role of the other Administrators in case of holiday/sickness etc. General Ad hoc duties as required. • Assist with competitor tastings, ensuring samples are available, tastings are set up and scores are logged • Ensure the tasting room is organised.
Experience, Skills and Qualifications Essential	<ul style="list-style-type: none"> • Demonstratable experience in a similar role (managing data and system input) • Systems literate • Strong Microsoft Office – specifically Excel and Powerpoint
Experience, Skills and Qualifications Preferred	<ul style="list-style-type: none"> • Working knowledge of inventory databases / ERP systems • Languages (especially French or Spanish) would be advantageous

Direct, Wines

Personal Qualities and Skills	<ul style="list-style-type: none">• Highly accurate and detail-oriented• Organised and able to work to deadlines• Responsive, with a can-do attitude• Enjoys work within a team• Able independently on specific projects• Willing to learn• Positive and proactive personality
Reviewed	July 2020