**Job description**

**Job title**: Data Administrator

**Department:**  UK Group Claims

**Office location:** London/Manchester

**Reporting to:** Oliver Holland

**Hours:** 9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role.

**Contract:**  12-Month Fixed Term Contract, Full-time

**Works with:** Data analyst/IT team, paralegals, solicitors

**Overall purpose for this role**

We are looking for an efficient and proactive Data Administrator to assist the International and Group Claims Department in managing large datasets relating to group claims, in particular to:

* Analyse; review; prepare; and clean data.
* Process large datasets to assist legal teams in progressing claims.
* Use Excel models and written protocols to upload, analyse and process data.
* Ensure data accuracy.
* Assist the firm in achieving its stated professional and commercial objectives.

**Main duties and responsibilities**

* Assist teams within the Department with day-to-day data administration.
* Use Excel, Excel models and complex data protocols to cleanse data, blend datasets, create lists, perform data cleaning tasks and process data.
* Create reports for the legal teams.
* Help to ensure data is continuously monitored for issues.
* Assist the teams with ad-hoc and trouble-shooting tasks.
* Support and assist internal teams to learn, understand and use new processes.
* Collaborate and work closely with internal teams including paralegals, solicitors and business support teams to ensure the smooth running of the legal cases.
* Promote and ensure that data is always handled in compliance with GDPR obligations.
* Any other tasks as might from time to time be required.

**Person specification**

**Essential**

* Excellent and demonstrable knowledge and experience of Excel.
* Demonstrable experience in data administration ~~–~~ applications from candidates from all industries encouraged.
* Excellent attention to detail.
* A pragmatic and proactive problem-solver.
* Knowledge of GDPR requirements and obligations.
* Enthusiasm for developing your data analysis skills
* Ability to work under pressure and manage own workload to a consistently high standard.
* Proven ability to work and contribute to a team environment.

**Desirable**

* Experience working in a legal environment and/or interest in the sector
* Experience working with Case Management Systems
* Experience working with Consumer Relationship Management systems