



**Eden Search & Select Ltd**  
**Market Place, Wetherby**

**Data Administrator**  
**Full time 3 Month Contract**  
**£9 per hour**

### **Our Company**

Eden Search & Select Ltd is a highly regarded international executive search and leadership advisory company specialising in the Agribusiness, Food & Drink, Energy and Animal Health sectors internationally. We work with the most progressive businesses in our fields combining deep industry insight and practical experience with specialist research expertise to engage with the best talent in our markets. We are now looking for talented and experienced Data Administrator on a 3 month contract to improve the accuracy and use of the data in the business.

### **The Role**

Reporting to the Managing Director, the role will provide data entry, compliance, validation checking and general administrative support to our central database which records vital information for our business. The role will input and check data to ensure we are capturing all of the information correctly on the system as well as removing old files that are no longer relevant. Once the data is clean, the role will add new information to fill in the gaps to ensure the reporting capability of the system is fully operational and utilised within the team. We believe this will take 3 months but the contract could be extended.

### **The Person**

This role will suit candidates with relevant experience of working in a busy office environment, administering CRM systems with a sound knowledge of data cleansing and reporting. Candidates must have a strong attention to detail and be highly accurate when handling sensitive data as well as demonstrate good communication skills and an inquisitive nature to ensure they are challenging the business to provide the right data. For more information on this role, please send your CV to [info@edensearch.co.uk](mailto:info@edensearch.co.uk).

<b>JOB TITLE:</b>	<b>Data Administrator</b>
<b>REPORTS TO:</b>	<b>Managing Director</b>
<b>DIVISION:</b>	<b>Eden Search &amp; Select</b>

### **OVERALL JOB PURPOSE**

To contribute to the development of a growing recruitment business through effective management of the Filefinder database.

### **KEY RESPONSIBILITIES**

1. Day to day management of the Filefinder software, loading assignments, candidates, companies and clients on the system ensuring correct skill coding so it's a valuable research tool.
2. Checking data with web based tools like Google, LinkedIn etc to ensure data is correct.
3. Reviewing all shortlists presented to clients and adding candidate data (salary, location, notice period etc) to the central data base.

4. Cleaning documents attached to records to ensure the document search function is operational and utilised within the research team.
5. Proactively mapping Directors of the top 50 business in Edens sectors to ensure we have names, positions, emails and mobile numbers for them on Filefinder.
6. Building organisational structures on Filefinder making clear intercompany relationships, management structures and reporting lines for the top 50 companies.