

### Data Controller – Commercial Team

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers.

TR Fastenings Ltd are looking to recruit a Data Controller on a permanent basis to work within our established Commercial team. This role can be based at any of our UK TR sites, with the possibility to work remotely.

#### TR UK sites:

- Uckfield, Tipton - West Midlands, Manchester, Newton Aycliffe (North East), Belfast, Scotland.

#### **The Role**

Reporting to the UK Commercial Manager, the role is responsible for reviewing requests and releasing product to a site and warehouse within the agreed timescales. Checking mandatory requirements are requested, reviewing if the product is available globally before releasing to a site and warehouse, including drawings and National/International standards.

Key tasks include:

- Check product has not been released.
- Importing products.
- Manually releasing products.
- Setting and maintaining service items.
- Setting and maintaining BOM's & Routes.
- Maintaining data standards – ensuring data integrity.
- Ongoing product data quality.

#### **The Candidate**

The successful candidate needs to have excellent organisation and communication skills, both verbal and written. Applicants should be highly organised and responsive, with the ability to work to tight deadlines.

Being a good all-round team player is necessary with strong attention to detail. The successful candidate must be able to demonstrate flexibility in their approach and be able to always prioritise and remain focused. It is essential the successful candidate has experience in the use of Microsoft word, excel and outlook.

#### **To Apply**

If you are interested in applying, please contact Tiago Lopes Group HR Administrator on 07740452865 or 01825747684 or email your CV to [Careers@trifast.com](mailto:Careers@trifast.com).

