

Data Administrator (UK, Mallow and Hungary) – Data Management 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.

We are looking to recruit a Data Administrator to join our established team.

The Role

Supporting the Data Management team, this role is responsible for inputting and maintaining a wide range of critical data through an exciting period of system transition.

Key tasks include:

- Inputting critical master data
- Inserting and updating preferred vendors and costs
- Supporting the data migration to Microsoft D365
- Maintaining data standards – ensuring data integrity
- Assisting with the consolidation of data for duplicate stock masters and associated records

Working hours will be 37.5 hours per week, 08:30 – 17:00 Monday to Thursday and 08:30 – 15:45 on Fridays.

The Candidate

Applicants should be highly organised and responsive, with the ability to work to tight deadlines. Being a good all round team player is a must as is a strong attention to detail. The successful candidate must be able to demonstrate flexibility in their approach and be able to prioritise and remain focused at all times.

To Apply

If you are interested in this role or know of someone who might be, please contact Lydia Ball on 01825 747323 or email your CV to careers@trifast.com.

