Data Administrator

JOB SPECIFICATION

Gateley / RJA

POSITION:	Data Administrator
LOCATION:	Market Harborough
CONTRACT TYPE:	Permanent

The ***role***

We are looking for a talented Data Administrator, to support Gateley RJA with a range of multi-disciplinary projects, co-ordinating key information and analysing data.

If you are looking for an opportunity to work within a supportive, ambitious, growing and energetic team and would like to join an award-winning law led professional services business, we would like to hear from you.

You will be responsible for the following:

- Updating information on client systems and databases. Collation and chasing up on this information from our Employer's Agent teams.
- As a team, oversee data trackers for large-scale programmes of work:
- Collate project appointment documents or liaise with internal colleagues to obtain and ensure all documentation is stored accurately.
- Create and review reports and data within the internal business management software to support the management team.
- Assist with reviewing of incoming project information, interrogating and presenting the outcome to our clients.
- Assist with the sourcing and presentation of project data for our clients.
- Assist with the setup, development and implementation of new projects and services.
- Support on and drive adhoc tasks including, but not limited to, supporting the Technical and/ or Administration team.

The **Team**

Gateley RJA is a Chartered Quantity Surveying Practice who offer a comprehensive range of construction consultancy services, including quantity surveying, project management, employer's agent, clerk of works, and advisory services.

Their team is experienced in various construction sectors such as residential, health care, industrial and manufacturing, conservation, and commercial.

Gateley RJA is dedicated to delivering tailored solutions to meet the specific needs of their clients, ensuring that project budgets, timelines, and quality standards are consistently met. They pride themselves on building long-lasting relationships with clients, with much of their work coming from repeat business and personal recommendations.

Gateley RJA hold Investors in People Gold status, and strive to maintain a welcoming and people focused working environment.

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The **Person**

Candidates will be able to demonstrate the following attributes:

- Experience of collating, reviewing and analysing large data sets.
- Friendly and positive disposition.
- Methodical with excellent attention to detail and commitment to quality.
- Good standard of English.
- Excellent communication skills with ability to liaise with clients and colleagues.
- A sound knowledge of building regulations, statutory compliance regulations and standards.
- Highly proficient in Microsoft suite, with a strong focus on excel.
- Demonstratable skills of working with complex internal systems.
- Excellent problem-solving skills.
- Excellent organisational, time management and prioritising skills to ensure deadlines are met.
- An adaptable and flexible approach to tasks, workload and business requirements.

We are ***Gateley***

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and ***well being***

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/ life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

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Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.

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