

Job Description – Data Support Officer

Department : Workforce Development

Location : Remote

Purpose of Role

In January 2014, a Global Fleet Management (GFM) project was introduced, centralizing the fleet management function at headquarters. Before 2014, this function was highly decentralized and in individual country operations.

Goals of the Fleet Strategy

- To improve the efficiency of the light vehicle fleet
- To improve the road safety of the fleet
- To minimize the environmental impacts of vehicle operations.

Restrata have been helping roll out their Global Fleet Management programme since 2014. This has included training, consultancy, data analysis and ongoing support function. The 2 key technology components for implementing, managing and the fleet are Fleetwave (a fleet data management software); and

To help ensure both the accuracy and consistency of the recorded information in Fleet Wave, Restrata will set up a central data support service to help improve the overall quality of data in FleetWave.

The central data support service will work directly with In Country teams to support, validate and escalate as required to help improved decision making with the GFM network.

Working with the Restrata Project Manager, but based in offices in Budapest, the Data Support Office will be the central hub for all data and ensure its reliability, quality and timely submission

Key tasks and responsibilities

- *Working with the In-Country key fleet contacts to ensure accurate data is being recorded.*
- *Provide ongoing first level support for all data questions for Fuel & Mileage in Fleet Wave*
- *Validate (where possible) fuel entries for all vehicles and this will include basic data checks matching fuel to mileage*
- *Escalate as required to both country teams and GFM when issues are identified such as missing data or incorrect data*
- *Validate and maintain maintenance related data in FleetWave cross referencing data entries where possible with vehicle age and usage patterns*
- *Confirm all repair costs are correctly recorded through regular contact and reviews with country leads*
- *Maintain a central log of all potential issues as they arise which will be fed into the monthly review process.*
- *Develop and maintenance of a central GFM KPI Reporting tool (Excel) that will be used to review country performance and compare country performance on a monthly basis.*
- *As part of the monthly/quarterly activities, assist in preparing the necessary reports and any required analysis. This will include the maintenance of the Fleet Management Action Plans following country specific discussions and field assessments.*
- *Assist Restrata Project Manager Field Assessments by extracting the required data to baseline performance and validate ongoing improvement*

Essential Capabilities/Skills

- Excellent Microsoft office skills, especially Excel with ability to generate pivot tables, reports and integrating data
- Attention to detail critical
- Proactive and methodological in approach
- Ability to work without constant supervision
- Goal orientated
- Good communication skills
- Fluent in English language – spoken and written

Experience/Qualifications

- Legally able to work in the UK/Europe without visa sponsorship
- University educated
- Background in analysis and reporting
- At least 2 years working in corporate environment

If you are interested in this position, please send your updated CV to hr@restrata.com