

Job Title:	Jr. Data Administrator
Department:	Global IT
Reports to:	Sr. Data Administrator
Location of Job:	Carhartt® B.V. EMEA/PAC, Amsterdam, The Netherlands

Job Purpose:

The Jr. Data Administrator works closely with the other Data Administrators, sharing responsibility for all activities around Carhartt data management; initiating, creating, recording, and maintaining all data in relevant systems. Data management relates to all product data, marketing data, customer data and supplier data. Included in the data is content such as product specifications, descriptions, imagery, but also a variety of financial and administrative information.

The Jr. Data Administrator reports to the Sr. Data Administrator and works closely with the Global IT team. Furthermore, this person cooperates with other teams such as Merchandising, Marketing, eCommerce, Customer Operations and Finance as well as with the US Master Data teams.

Duties and responsibilities

- Initially create (new) product information and all related content for Carhartt EMEA/PAC line plans and collections: basic information in SAP S/4 Hana, additional information (product specifications and descriptions) in PIM (Inriver) and imagery in Adobe Dynamic Media Classic/Adobe Experience Manager.
- Create product information for additional products outside of the Carhartt EMEA/PAC line plan such as US styles and marketing related items.
- Create and manage marketing related items such as POS, fixtures, signage in SAP S/4 Hana.
- Manage and maintain/update all product data; check data with relevant departments on a regular basis.
- (Verify) uploads and/or imports of product data into systems such as: Elastic, NuOrder, DGE and EZbase; deliver data to customers when needed.
- Verify imagery data: registration, correct imagery, correct dimensions, correct reference in the file name (for different purposes such as promotion material, line plan, web shop etc.)
- Verify product price sheets before upload in SAP S/4 Hana (registration, logical pricing etc.) in cooperation with the Finance team.
- Create instruction sheets concerning data management (product, imagery, customers, suppliers).
- Contribute to the standardization of the database.
- Obtain relevant information regarding new or adjusted products from suppliers and/or producers, in cooperation with the Merchandising team.
- Communicate content and/or system updates to users on a regular basis.
- Create and update customer data in SAP S/4 Hana.
- Create and update supplier data in SAP S/4 Hana.
- Participate in projects related to master data management.

Entry Requirements

- Bachelor's degree in Retail / Fashion Management, Administration, Financial Management, Logistics, Database Management or related field, with MBO-4 diploma
- A minimum of 1 year practical work experience in a role related to data management, with similar or related tasks and responsibilities.
- A minimum of 2 years of work experience in the apparel, fashion or related industry is required.
- Organizational skills: demonstrated ability to work with high focus on detail and accuracy.
- Ability to work independently, quick learner with the ability to gather information from various sources and work in a team environment.
- Working knowledge of data/IT/ERP systems, operational processes.
- High-level proficiency in working with Microsoft Excel, ERP systems (preferably SAP S/4 Hana), PIM, Microsoft Office.
- Multi-lingual abilities: English at business level is a must, proficiency in other languages (Dutch, German, French) is an advantage but not required.
- Good communication skills, proven ability to interact with other teams and at all levels.
- Working experience in multi-language, multi-cultural business environment is an advantage.

We Are All Leaders at Carhartt

In our words and by our actions, we strive to emulate the hardworking example set forth by our founder, Hamilton Carhartt. We 'Lead Business' by creating value, delivering results, and making changes along the way. We 'Lead Self' by being dependable, because hardworking people count on us to have their back every day. We 'Lead Others' by communicating and clearly defining the path as we walk bravely into the future. Working at Carhartt, we are all given a seat at the table and the honor of continuing the legacy.

Carhartt is committed to equal opportunity for all. Carhartt associates are hired, promoted, and rewarded on basis of skill, performance, and dedication and not influenced in any manner by race, color, religion, sex, age, national origin, veteran status, disability or any other basis prohibited by applicable laws.