



Product Administrator

The Product Administrator will support the Product Team with a variety of day to day administration tasks in supporting our technical applications including providing reports to the business, updating reward information within our systems, researching new suppliers, maintaining supplier records and dealing with email enquiries.

The Product Administrator will work closely with all members of the team.

CANDIDATE PROFILE

The ideal candidate will have the following attributes:

- A completer / finisher who strives to meet the end result.
- Relationship building skills with the ability to form strong relationships both internally and externally
- Hands-on, proactive, and customer focused
- A natural problem solver with an inquisitive nature and drive to improve
- Adaptability and empathy
- A strong sense of ownership and responsibility
- Ability to work independently and thrive in a fast paced, ever changing environment
- Ability to work well within a team.

ROLE AND RESPONSIBILITIES

The key role and responsibilities include but not limited to:

- Email enquiry management (internal project teams queries or requests regarding products)
- Add new supplier reward ranges to online catalogue
- Maintenance of online reward catalogue
- Sourcing prizes with suppliers for adhoc promotional requirements and identifying new suppliers where required
- Complete research projects and then organise, report on, and maintain any information gathered.
- Creating reports of rewards available
- Invoice checking and reconciliations
- Documenting team processes
- General administration duties
- Team support and involvement in sharing ideas on team advancements

As with any role and with any role, it evolves with time and ad hoc requirements and duties arise.

SKILLS AND ATTRIBUTES

- Proficient in MS Office 365 with strong Excel skills
- Good mathematical skills
- Excellent level of attention to detail
- Excellent time management skills and ability to meet deadlines
- Strong communication skills by email and phone

WHO ARE WE?

CR Worldwide is a market leader in reward, recognition, channel & sales incentive and event programmes. Our innovative platforms and events engage people, change behaviour and drive performance. We help companies grow by rewarding best behaviours from the people most valuable to their business - employees, customers, partners.

To find out more about us visit www.crworldwide.com or any of our social feeds



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WHAT IS IT LIKE HERE?

CR is a relatively young company, founded in 2002, and since then we have become a market leader in our industry and have been growing fast through high quality client service and project delivery.

We are based in modern offices in Stratford upon Avon. The vibe of the office is young, fun, dynamic, dressed down and creative, yet professional and focused.

[Click here to apply](#)