

Data Migration Technologist

Home based

£8-10 an hour

2-3 months contract – min 20 hours a week

We are looking for a team to assist in the migration of food specification labels from Word documents to the new online food system.

This role would suit university students currently studying food law, or recent grads.

- Supporting the launch of new on-line Specification System by migrating all the relevant historic specifications from old documents to the new system.
- Ensuring all specifications are linked to the correct suppliers and sites.
- Validating the information on the newly migrated spec and working closely with the team to ensure all validation errors are cleared in order to activate specifications.
- Maintaining a log of validation errors for future training purposes.

Abilities and Skills

- Native or fluent in one or more of these languages: **Czech, Polish, Hungarian, Slovakian**
- Relevant food-based work experience or taking or completed a Food related Degree
- Strong IT skills to include: Microsoft Excel, Word and PowerPoint
- Accuracy and speed are essential requirements, as are organisational skills, and a proven ability to meet deadlines
- Meticulous attention to detail
- Methodical and highly organised with ability to multi task
- Calm and controlled under pressure whilst demonstrating speed and accuracy
- Effective time management and task prioritisation
- Keen to learn and take a proactive approach to expand own knowledge
- Friendly, approachable and flexible, a team player

Please send your CV to Tanya Hart : Tanya.Hart@ashburylabelling.co.uk