

**Job Placement title**                      Trainee Data Technician

**Company name**                              Centara

**Job Placement summary** (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

Trainee Data Technician – Utility Searches Department Department

Working as part of a successful and friendly Searches team processing a high volume of Search Packs on behalf of companies all over the UK.

Duties & Responsibilities:

- Process search packs to the agreed SLA.
- Email Utility Providers to obtain asset record plans.
- Use Online systems to obtain asset record plans.
- Sending emails and filing responses on an online system.
- Produce Completion Packs and issue to clients
- Quality Check others work.
- Deal with client's queries.
- Any other duties as required by the role.

Ideally the successful candidate will be able to demonstrate some experience in the following:

- Working to deadlines
- Accuracy and attention to detail.
- IT Literate including Microsoft Excel

Skill and Experience required

- Good verbal and written communication skills
- High attention to detail and ability to prioritise
- Able to use own initiative
- All round education including Maths and English GCSEs (or equivalent)
- Microsoft Office

This is an excellent opportunity to gain some valuable skills and experience working alongside a small but supportive team. In house training will be provided.

**Essential skills, experience and qualifications** (please do not use bullet points)

Maths English GCSE Grade C (Grade 5) or above and post 16 qualifications such as A-Levels GNVQ, City and Guilds BTEC in relevant subjects for an engineering or technical role.

Job category (DWP use only)

<b>Number of hours per week</b>	37.5
<b>Working pattern and contracted hours</b> (including any shift patterns)	5 days m to f
<b>Hourly rate of pay</b>	national living wage