**Project Data Coordinator**

Our client is a global blue-chip company on the Brooklands Business Park in Weybridge and they are looking for a Project Coordinator to work within a team of 3 on a data centralisation project expected to last for 6 months. A £1,000 bonus will be available on completion of the project.

**You key role will be:**

* During the project you will identify, collect, review & securely save documents relating to employee Personnel filing, ensuring GDPR is always at the forefront of our work.
* All collected documents must be reviewed and verified to ensure compliance with Right To Work (RTW) legislation, with any time limited RTW information being clearly captured on a master data sheet.
* Managing the Experian Right to Work portal, ensuring right to work checks are compliant with UK policy and supporting Managers with any related queries.
* You will work with the Central Vetting Manager to load Employee Payroll numbers into the Experian Right to Work portal, ensuring all checks have been correctly linked to employees, verified by either their NI Number or Name and DOB.
* The role will also involve working from a shared e-mail box, receiving and responding to queries relating to the Experian Right to Work App.

**We are looking for candidates with the following skills and experience:**

* Comfortable handling and working with data to produce reporting
* IT proficient (including Excel and PowerPoint) to include VLOOKUP’s and Pivot Tables
* Attention to detail with a high level of accuracy
* Good understanding of GDPR
* Ability to communicate clearly.

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".