

## Role profile



<b>Role title:</b>	<b>EPOS &amp; Data Administrator</b>
<b>Reports to:</b>	<b>Head of Financial Planning &amp; Analysis (FP&amp;A)</b>
<b>Department Head:</b>	<b>Head of Financial Planning &amp; Analysis (FP&amp;A)</b>
<b>Location:</b>	<b>Hybrid – Head Office based, office working 2 days per week</b>

### **Objectives of the role**

- As an EPOS & Data Administrator for Admiral, you will be responsible for providing EPOS support to the business, ensuring that our tills are loaded with the correct content and configurations so that our Proper Pubs team can provide the best possible service to our customers

### **Key Responsibilities**

- **Data Integrity & Maintenance:** Manage and update essential data on pricing, products, and suppliers to maintain an accurate and up-to-date EPOS system
- **Site Setup & Optimisation:** Ensure all EPOS systems are operational for new site launches, delivering smooth trading from day one
- **Promotion & Pricing Support:** Coordinate and implement system adjustments for pricing changes and promotions to maximise campaign success
- **Till Layout Configuration:** Customise and optimize till layouts for user-friendly navigation, minimising error potential and improving speed
- **Issue Resolution:** Address and resolve operational issues swiftly to minimise downtime and maintain service standards
- **Stock & Pricing Policy Management:** Uphold accurate stocking policies and manage pricing ladders to support cost control and profitability
- **System Testing & Upgrades:** Conduct User Acceptance Testing (UAT) for system changes and upgrades, ensuring seamless integrations and performance
- **Excel Expertise:** Leverage advanced Excel skills to streamline data processes, driving efficiency across all reporting activities
- **Cross-functional Support:** Collaborate with FP&A in data management to support key reporting and financial analysis
- **Relationship Building:** Foster strong relationships with essential stakeholders, including EPOS providers, Pub Operators, Operations, and Marketing teams

### **Skills and Experience**

- Previous experience of administering EPOS systems is essential
- Managing and prioritising your workload ensuring 100% success rate on meeting deadlines
- Proficient in Excel
- Proactive and driven
- Strong attention to detail to ensure “right first time” delivery
- Experience in the pub, restaurant, hotel or other hospitality role would be advantageous

### **Working Arrangements:**

This is a Hybrid role. The requirement is to attend Head office 2 days a week with the remainder remote working from home. Some travel may be required to meet key stakeholders and visit pubs. Some evening and weekend work may be required during busy periods to support the business.



## Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.

### ONE TEAM

#### WE WORK TOGETHER IN A POSITIVE AND INCLUSIVE WAY

Collaboration and accountability  
Be supportive and open  
Motivate ourself and others

### WE CARE

#### WE RESPECT AND CARE ABOUT OUR TEAM, LICENSEES AND OPERATORS AND DEMONSTRATE THIS IN OUR ACTIONS

Honesty and integrity  
Empathy and compassion  
Communicate with clarity to all

### MAKE A DIFFERENCE

#### WE STRIVE TO MAKE THINGS BETTER

Take ownership and lead by example  
Give and accept positive challenges  
Deliver ambitious results

Admiral Taverns is committed to equal opportunities for all and to the provision of a diverse and non-discriminatory working environment.