

## **Job Description**

### **Data Administrator**

**Aberdeen/Romania, can work remotely**

### **About Schlumberger**

We are Schlumberger, the leading provider of technology and services to the energy industry. Throughout much of the oil and gas lifecycle in over 120 countries; we design, develop, and deliver technology and services that transforms how work is done.

We define the boundaries of the industry by unleashing our talented people's energy. We're looking for innovators to join our diverse community of colleagues and develop new solutions and push the limits of what's possible. If you share our passion for discovery and want to find out what you could really do, then here is the place to do it.

### **Job Description**

The Position holder would be primary responsible for data matching and verification between various ERP systems in preparation for transfer to one system (SAP) in July 2021, will work within the planning and supply chain function liaising with teams within Europe and Worldwide when required. Reports directly to Asset/Product Coordinators.

Successful Position holders are excellent communicators, enjoys data analysis, and works well in teams.

### **Responsibilities**

- Highlight and fix data mismatches
- Asset Reconciliations – working with both EUR and Global P&SC teams as well as other functions where required
- Preparation of various forms, required for asset sales and transfers
- Assist with Inventory / M&S reconciliations – Physical count and reconcile where applicable

### **Qualifications**

- Degree and qualification level are open, but a knowledge of data analysis is key
- Good working knowledge of Microsoft excel and PowerBi
- Knowledge of ERP systems would be an advantage. Oracle/SAP etc
- Good communication skills and ability to work on own initiative to drive progress

Schlumberger is an equal opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran or other characteristics protected by law.