



Assistant Repository Contract Analyst

We are the leading global information services company, providing data and analytical tools to our clients around the world. We help businesses to manage credit risk, prevent fraud, target marketing offers and automate decision making. We also help people to check their credit report and credit score, and protect against identity theft.

In 2018, for a fifth consecutive year, Experian has been named to Forbes Magazine's Top 100 list of the "World's Most Innovative Companies."

We employ approximately 17,000 people in 37 countries and our corporate headquarters are in Dublin, Ireland, with operational headquarters in Nottingham, UK; California, US; and São Paulo, Brazil.

At Experian, we are committed to building an inclusive culture and creating an environment where people can balance successful careers with their commitments and interests outside of work. Our flexible working practices support our belief that this balance brings long-lasting benefits for our business as well as our people. Some roles lend themselves to flexible options more than others, and if this is important to you, we are open to discussing agile working opportunities during the hiring process.

Responsibilities:

- Review and assist in the analyses of large volumes of contractual documents to establish appropriate retention period
- Understand and work with established contract repository software to interrogate large numbers of contracts
- Ensure that correct retention periods for contractual documents are adhered to across several different systems

- Work with key stakeholders to ensure that the correct action is undertaken regarding the retention of contractual documentation
- Create MI from the Contract Repository so that the business can be assured that the correct protocols are in place regarding GDPR in relation to contractual documentation
- Proactively seek out improved processes and controls to support the adherence to GDPR regulation regarding contractual documentation on an ongoing basis
- Index all contracts from across Experian UK&I and EMEA
- Maintain accurate naming conventions as laid out in organisational policies
- Input data that is accurate and easily accessible to all relevant parties
- Report Production
- Respond to contract queries within the specified SLA
- Provide advice and guidance across the business to all contract indexing queries
- Highlight any system malfunctions to the necessary support team for further investigation and corrective actions

Requirements:

- Excellent English communication skills, both written and verbal.
- Ability to read and understand a contract.
- Ability to work in a corporate environment, with an understanding of how important and critical GDPR is to Experian.
- Execution of MI Reporting
- Confident and adaptable team player.
- Logical thinker with excellent attention to detail.
- Excellent interpersonal skills
- Excellent organisational skills
- Able to work autonomously and proactively
- Able to work under pressure and to demanding deadlines

- Excellent people and communication skills at all levels
- Proactively looks for continuous improvement in processes and self.
- Microsoft Office including Word and Excel ability – proficient.

We offer:

- Personal Development - career pathway for professional growth supported by learning and development programs and unlimited access to online educational training courses, learning materials & books
- Work environment - excellent work conditions with friendly environment, recognized strong team spirit, and fun and quality recreation time
- Social benefit package - life insurance, food vouchers, additional health insurance, corporate discounts, Multisport card, and a Share options scheme
- Work-life balance - 25 days paid vacation and 3 additional paid days for participation in Social responsibility events
- Opportunity for Flexible working hours and Home Office

Please have in mind, only the shortlisted will be contacted.