



DATA CONTROLLER AND ADMINISTRATOR

At Hilltop Honey, we're a team of honey heads obsessed with quality. Every drop of golden sweetness we produce is crafted with care, passion, and a bit of digital magic. We're looking for a proactive, detail-focused Data Controller & Administrator to help our hive run smoothly behind the scenes.

Based in our Newtown offices, in this pivotal role you'll set up and maintain product data across systems, monitor works order costs, validate and troubleshoot Power BI data, and maintain SharePoint sites. You'll coordinate IT onboarding and offboarding for new starters and leavers, manage devices and software accounts, oversee licensing and upgrades, raise and track IT support tickets, deliver refresher training on cyber security, data protection, and internal policies, and support cross-functional teams while contributing to process improvement and system implementation projects – ensuring the hive runs as smoothly as our honey flows.

We're looking for someone with a knack for keeping the hive in order, with strong data management and analysis skills, advanced Excel and Power Query knowledge, excellent organisation, and a collaborative, detail-oriented approach that helps keep everything flowing as smoothly as our honey.

And because we believe good work deserves a little sweetness, from you'll receive:

- Competitive salary from a Real Living Wage Employer – because good work deserves sweet rewards
- Access to company events that keep the hive buzzing all year round
- Enhanced maternity and paternity leave to support life's sweetest moments
- Free parking, so your journey to work is as smooth as our honey
- Cycle to work and Electric Vehicle Salary Sacrifice schemes to keep you moving sustainably
- Employee Referral programme – share the buzz and bring your friends on board
- One day a year to give back to your local community – because spreading goodness matters
- A solid pension contribution to help secure your future
- BUPA Cash Plan and Life Insurance to look after yourself and your loved ones



If you're detail-oriented, passionate, and love a little sweetness in your work, come and join the hive – we can't wait to meet you!

Closing date: 24th November

Hours

Full Time

Wage

£12.60 per hour

To apply

Please email your CV to hadmin@lovehilltop.com