Job Title: Business Services Data Administrator
Location: Remote / Hybrid (PC offices twice monthly and as required)
Department: Client & Business Services
Reports To: Client & Business Services Manager

Penman Consulting is a specialist consulting business supporting the chemical, petrochemical and plant protection industries on product regulatory, health and environmental issues. Founded in 2007 Penman Consulting has rapidly gained wide recognition for its ability to deliver on regulatory and associated scientific issues. We provide advice and assistance to companies both large and small and to trade organisations on a global basis.

With our origins in the petrochemical industry, we manage some of the largest regulatory projects in the EU such as Lower Olefins and Aromatics REACH[1] Consortium (LOA) and have been involved in other large consortia and numerous activities for companies large and small. Our clients recognise the leadership and expertise that we bring to such projects and we are well-recognised within the industry.

Penman Consulting provides Product Stewardship services for client companies, where the offering is supported by a unique approach and IT system Active Steward™ which allows us to provide services in a cost effective and efficient manner.

Penman Consulting is staffed by professionals with considerable experience within the chemical industry managing regulatory affairs, toxicology and environmental science on both a product and site basis. We believe this allows us to provide a business perspective to our service which is of value to our clients. Where necessary we partner with other organisations to provide a holistic service, from legal and financial support to specialised science areas.

Penman Consulting has offices in Brussels, Belgium and in South Oxfordshire, UK.

Purpose of Role

The Business Services Data Administrator is responsible for supporting the operational and administrative delivery of study management services within Penman Consulting. This role ensures that internal systems, processes, documentation and associated digitized data align with our established procedures and the requirements of ISO9001 and ISO27001, facilitating effective collaboration between clients and third-party research providers. The Administrator plays a vital part in maintaining data integrity through disciplined analysis and management, supporting invoicing and contract processes, and assisting various internal departments to ensure consistent, high-quality service delivery and compliance.

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[1] www.LOA-reach.com

August 2025

Key Responsibilities

Study Management & Administrative Coordination

· Initiate and manage study records in the internal system (Active Steward™) from inception through execution.

· Request and track CRO quotes using Monday.com, managing document storage and tabulation for client comparison.

· Act as key liaison with CROs for quote collection, study timelines, and selection outcomes.

· Record study costs, payment milestones, timelines, and contractual updates accurately in Active Steward.

· Coordinate study handovers with internal scientific leads and study monitors.

· Organise logistics and documentation relating to the transfer of test samples and study materials.

· Provide administrative assistance to Study Managers and Monitors, including file management and communications tracking.

Financial and Contractual Support

· Align received invoices with approved milestones and payment schedules.

· Support monthly invoicing for contracted services.

· Assist in the execution and storage of contracts with third-party organisations.

Data and Systems Management

· Ensure the accuracy, integrity, and completeness of study data in Active Steward.

· Validate and reconcile data against external systems including REACH IT (ECHA).

· Maintain and report on CRM data inputs/outputs.

· Support internal platforms including Monday.com, Timesheet system, Power BI, and internal SaaS tools (Active Steward).

Quality and Compliance

· Actively contribute to the Quality Management System (QMS), supporting annual audits and process documentation.

· Support User Acceptance Testing (UAT) for system upgrades and new module releases in Active Steward.

· Ensure document control and data traceability in accordance with ISO9001:2015 standards.

· Collaborate with Project Officers, Technical Consultants, and Sales/Marketing staff on data and

administrative tasks.

Key Skills and Competencies

Essential:

· Excellent administrative and organisational ability.

· High level of attention to detail and accuracy in data handling.

· Strong communication and interpersonal skills.

· Competence in Microsoft Office and web-based data/project tools.

· Experience in process-driven, document-controlled environments.

Desirable:

· Previous experience in scientific/regulatory consultancy, business or study administration.

· Understanding of REACH legislation and ECHA systems.

· Familiarity with ISO9001 or GLP-compliant processes.

· Experience using Active Steward™ or similar platforms.

Qualifications and Experience

• Degree or equivalent experience in administration, science, business, or related field.

• 2+ years of experience in a coordination or administrative role.

Additional Information

• This role may involve liaison with international clients and CROs, requiring flexibility in working hours on occasion.

• The role is hybrid/remote, with twice monthly attendance at our Oxfordshire head offices and periodic attendance at company meetings or events as needed.