

Name: TBC

Job Title: BI/Data Administrator

Job Role: Reporting to and taking direction from the Business Intelligence Manager in the support, maintenance and continuous improvement of the current SAP Business One system. Assist with SAP projects and administrative duties, as well as working with Business Intelligence Analysts to improve efficiencies in deliverables.

Job Responsibilities:

- First line support for all SAP B1 related issues and queries
- Work with the BI Manager, BI Analysts and other individuals to drive continuous improvement of the current SAP Business One System across the Group
- Assist in the documentation of Business Intelligence processes
- Support the BI Manager throughout larger SAP B1 related projects
- Monitor and manage SAP B1 support tickets through the Freshdesk portal
- Monitor the currency and accuracy of all system data ensuring integrity throughout
- Regular housekeeping of redundant data across the Group
- Assist BI Analysts in updating regular reports across the Group when necessary
- Loading and monitoring of data in SAP B1, communicating gaps and resolving where needed

Job Skills:

- SAP Business One experience preferable
- Good analytical skills
- Preferably educated to graduate level
- Knowledge and experience of financial processes would be useful
- Computer literate with a very good working knowledge of Excel, eye for detail
- Strong interpersonal and problem solving skills
- Work well independently and within a team, ability to self-motivate and manage a large workload
- Good communicator, articulate, excellent troubleshooting skills
- Willingness to complete essential but more mundane tasks
- Proactive and positive attitude, with the ability to manage conflicting priorities