



Vacancy Notice

IT Systems Support

Reporting to the Finance Director, the main purpose of the role is to provide IT support in terms of both hardware (PC, comms) and software (ERP systems, interface management and bespoke applications including document management and system integration).

JOB DESCRIPTION

- Oversee smooth running of ERP System and associated software.
- Maintain existing and develop bespoke MS applications, specifically MS Access.
- Establish and implement methods and best practices related to the systems and process that support sales, inventory forecasting, purchasing, and material control.
- IT support and monitoring of backups, software/firmware installation and user support
- Ensure strategic and operational information, reports and metrics are available to share with others in the business as and when required
- Project manage and implement system improvements including for example document management systems; system integration.

ESSENTIAL QUALIFICATIONS/EXPERIENCE

- Working knowledge and understanding of ERP/MRP systems and their use in a manufacturing environment, and management of data sets
- MS Access, advanced user with good understanding of queries
- SQL, MS query & ODBC or an advantage
- Crystal Reports Experience an advantage
- IT Hardware experience as well as software preferable
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint and Access.
- Ability to demonstrate solid written and oral communication skills.
- Be proactive and responsive in organising self and workload
- Be diligent in paperwork.
- Valid, clean driving licence.
- Work well within a small team
- Willing and able to travel at short notice.

Applications should be made in writing, enclosing an up to date CV and sent to:

Catriona Betts,
Trend Marine,
Sutton Road,
Catfield,
Norfolk.
NR29 5BG