**JOB DESCRIPTION**

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| Job Title: **Systems Administrator Part-Time (1 day (8 hrs) per week)**  Reporting To:**Production/Shift Manager**  Job Purpose: **The administration, closing and reconciling of production orders.** |
| **Responsibilities:**   * Monitor & maintain the accuracy of stock levels at production lineside areas. * Record stock adjustments including waste control. * Periodic stock counts, ensuring the accuracy of stock levels. * Closing of production orders to ensure that all transactions have been captured and that production orders balance. * Ensure non-conformances are processed correctly and on a timely basis. * Development and refinement of internal processes and controls * Preparation and communication of KPIs on a regular basis * Communicate stock availability issues regularly with relevant interface departments. * Participate in projects / teams as required. * Involvement in internal and external audits as required * React to day-to-day production issues and help to resolve any queries. |

**PERSON SPECIFICATION**

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| **Job Title: Systems Administrator**   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * 2nd level education | * 3rd level education | | Relevant Experience | * Previous experience production admin role. | * Use of manufacturing / warehousing software systems * Experience of Microsoft Navision / Business Central. | | Skills & Competencies | * Attention to detail. * Excellent communication skills * Highly organised * Excellent IT / Computer skills * Self-motivated and willing to take the initiative | * Involvement in project-based teamwork. * Influencing and negotiating skills | | Circumstances | * Available to work flexible hours / shift as advised. * Full driving licence | * FLT driving licence | |