**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.
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**PERSON SPECIFICATION**

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| **Job Title: Systems Administrator**

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| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * 2nd level education
 | * 3rd level education
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| Relevant Experience | * Previous experience production admin role.
 | * Use of manufacturing / warehousing software systems
* Experience of Microsoft Navision / Business Central.
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| 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
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| Circumstances | * Available to work flexible hours / shift as advised.
* Full driving licence
 | * FLT driving licence
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