

Document Number:

Document Title:

Business Systems Analyst

Position:

BUSINESS SYSTEMS ANALYST

Reporting Line

The Business Systems Analyst will report directly to the Production Manager.

Role

To support the business through effective analysis and mapping of its software-based business systems, from planning and implementation through to support, maintenance and continual improvement.

Full time equivalent hours (FTE) for this role is 37.5 hours per week.

Principal Duties & Responsibilities

- Plan and technically manage the implementation and ongoing support of an ERP system
- Perform detailed analysis and mapping of business processes
- Assist in the effective use and management of all company software-based business systems
- Liaise with system authors and their service agents regarding issues, modifications and upgrades
- Coordinate, plan and test system updates
- Develop and expand business systems as required by the business
- Continually review and improve system efficiencies wherever possible
- Actively participate in continual process improvement

The role holder will maintain a high standard of personal safety in the workplace, perform duties in line with Metrol QHSE policy, attend training courses as requested by management, advance the interests of Metrol where possible, and undertake other duties as may reasonably be required by management.

Required Knowledge & Experience

- Experience in hands-on implementation, testing, support, continual development and maintenance of software-based business systems, in particular ERP
- Experience in managing the implementation of an ERP business system
- Sound understanding of SQL databases and ERP architecture
- Experienced in SQL and able to implement system configuration and workflow changes
- Excellent communication skills

Competency

- Ideally qualified in Business Systems, IT or similar subject
- PC literate, in particular SQL, Excel and other MS Office applications

Location

Metrol Technology Limited, Kirkhill Industrial Estate, Dyce, Aberdeen, though there may be a requirement to visit and work at other company locations.