



Management Information Systems Administrator (X2)

Group Information Technology

Location: Claremont

Reporting to: Information Technology Manager

Responsibilities:

- Manage relationships between ERP technical support and end-users
- ERP (Bookmaster) system maintenance and end user support
- ERP (Bookmaster) project roll outs
- Report writing and analysis
- Backup of the ERP systems and the integrity of the system
- User training on the ERP system
- Wilcomm printing maintenance/support
- Ensure smooth operation/maintenance at all times of the ERP system and users.

Competencies:

- Computer literacy: High level of MS OFFICE understanding required
- A relevant tertiary qualification
- Strong financial background required
- Basic understandings of system architecture/IT structure
- Bookmaster experience highly advantageous

Attributes:

- Excellent attention to detail
- Excellent analysis/problem assessment ability
- Exceptional planning and organizing/work management:
- Excellent communication skills: written & verbal
- Excellent customer service orientation
- Able to prioritise and to remain focused under pressure
- Project orientation
- Ability and willingness to work overtime and weekends

Special Requirements:

- Be willing to travel
- Code 8 drivers license

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and two-page CV to cmatthews@juta.co.za by 5 August 2015. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 19 August 2015, please consider your application to be unsuccessful.