

Job Title - Business Systems Administrator

Job Types: Full-time, Permanent

Salary: up to £30,000 per year depending on experience.

Company description

Pier Management is part of Regis Group, a leading real estate private equity investor and operator. Regis has demonstrated a track record of success over a more than 30-year period, by identifying non-traditional real estate asset classes with the potential to scale and then building national, institutionally managed companies to capitalize on these opportunities.

Job description

Regis Group are looking to recruit a Business Systems Administrator to join their expanding IT and Tech Team. This support role is a perfect opportunity for someone wishing to develop their career within the exciting and expanding PropTech sector. The role will require a passion for all things technological and a keen eye for detail is essential.

Reporting to the PropTech Development Manager you will take ownership of numerous projects involving the implementation of new technology across the business to help streamline and improve existing processes. This is a rare opportunity to have a full 360o involvement of projects from idea to implementation.

You will be required to produce workflows of existing functions along with detailed reports and analysis of your findings highlighting the inefficiencies. Thereafter you will discuss options and solutions with several key stakeholders and thereafter oversee implementation of the changes. Once implementation is complete you will be required to train the operational staff to use the new functionality and provide written operating procedures.

You will work with several software packages such as Qube, Salesforce, Sage 200 and Power BI.

Required Skills

- Educated to degree level, preferably in an IT, Science or Maths based subject
- Strong IT skills including full working knowledge of Microsoft Office; focussing on Excel and VBA
- Excellent problem-solving skills
- Works well under pressure
- A passion to learn and build on your knowledge and capabilities
- Excellent written and verbal communication skills
- Strong personal impact and influencing skills

Desirable Skills

- Basic knowledge of SQL and Remote Desktop/Virtual Environments
- Experience with data analysis and reporting
- Experience with CRM and Data Management Systems
- Knowledge of dataflow and business process development

Hours of work/ Location

This is a full-time role Mon- Fri (9am- 5:30pm). The role based in Southend on Sea, Essex.

Benefits

The business is keen to reward its staff; we have schemes such as employee of the month, an annual discretionary bonus and quarterly 1-2-1 reviews. We also have a staff-run social committee who organise 4 events a year for staff to enjoy, past events include go karting, cocktail making and quizzes. As you progress with the business other benefits become available such as private healthcare (after 1yr service) and additional holiday.