



ERP Administrator - part-time

Pill, England, United Kingdom · Part time

ERP Administrator, Bristol, UK
20 hours per week

A multi-tasking support role as an Administrator with Complete IT, the rapidly growing Outsourced IT Services provider.

Complete IT (CIT) is a fast-growing, premier UK provider of IT support services whose clients range from 10 to 250 users and use the best technologies. We offer a wide range of managed IT services, including bespoke project delivery, and have a growing reputation for the quality and passion of our customer service built around our clients. Our tailor-made service combines on-site visits and unlimited helpdesk support which delivers a very different customer experience.

We are now looking for an experienced Administrator to come and join our growing team in Bristol. From Bristol, we specialise in providing software solutions to over 300 organisations across the UK. Due to our continued growth and success we are looking for someone to support the current administration team to offer the best possible levels of service.

As an Administrator, your key responsibility will be to provide wide-ranging support to our business, and will report to our Client Services Manager. You will manage and maintain our client information and calendar booking system (Connectwise), in addition to overseeing office contracts for the business, such as leases, cleaners and office contractors.

Other accountabilities of the Office Administrator include:

- coordinating the diaries of our helpdesk and consultancy teams
- updating the online diary system with sickness and holiday for the team
- supporting our marketing function
- answering the phone and providing our clients with a professional, friendly first point of contact
- preparing and distributing reports and management information

Requirements

Educated at least to GCSE level in Maths and English, you already have a proven administration and general secretarial track record in a busy office environment, ideally within the IT sector. You're also familiar with the general day-to-day duties involved in supporting a busy office. First-class communication skills, combined with real customer focus, are essential, along with an excellent telephone manner.

You can also bring to this Administrator role:

- the ability to multi-task
- great time management, organisation and planning skills
- excellent typing skills and IT-literacy, especially in MS office
- a tactful, confidential approach when required.

Benefits

CIT is driven not only by our clients and our fantastic relationships with them, but also our amazing team. We are not just a successful business; we are a family. People matter to us – their opinions, their ideas, their development and most importantly their happiness is valued above all else, as they are the key to our success.

With this in mind we try to make sure that the benefits that we offer to our team reflect the high value that we place on them. We offer private healthcare schemes, an employee assistance programme, access to an exclusive discount website, eyecare vouchers, childcare vouchers, a cycle to work scheme, long service awards, and quarterly team nights out. We also carry out bi-annual development reviews for all of our team members, giving them the opportunity to discuss their career and their training and development. Our team are the best in the business, so training is very important to us – we provide internal and external technical and soft skills training, and support our team by paying for them to take the exams that they need to gain valuable, industry recognised qualifications to develop their knowledge and expertise.

Please check out the privacy notice for candidates on our website - see link below:
<https://www.complete-it.co.uk/privacy-notice/>