

**Job title:** Business Systems & Reporting (Transitioning to Data, Reporting & BI Specialist)

**Function:** To provide backfill support for business systems and reporting, enabling another team member to focus on our ERP implementation project. Post ERP go-live the role will transition into a Data, Reporting & BI Specialist focusing on advance analytics and dashboarding.

**Lines of Communication:**

- Upwards – Business Systems & Reporting Manager / Head of IT
- Laterally – Lead ERP Developer / ERP/WMS Operations Systems Specialist / Business Systems & Reporting Administrator

**Hours of work:** 40 hours a week Monday-Friday

**Duties:**

Phase 1: Initial Responsibilities (Pre-ERP Transition)

- Support and maintain existing business systems, including ERP, BI, PIM, Integrations, and Databases
- Develop and maintain operational and management reports
- Troubleshoot and resolve system issues across multiple platforms
- Assist with data integrity checks and ad-hoc analysis
- Collaborate with IT and operations teams to ensure smooth system performance.

Phase 2: Post-ERP Responsibilities (Data & BI Focus)

- Maintain and optimise data pipelines to the data warehouse
- Work with modern data platforms (experience with Snowflake, Azure Data Services, or Microsoft Fabric highly desirable)
- Design and maintain Qlik dashboards (Qlik skills strongly preferred; dashboard design essential).
- Ensure data quality, governance and, and security across reporting environments.
- Partner with business stakeholders to deliver actionable insights.

**Qualifications and Skills:**

- Strong experience in business systems support and reporting
- Familiarity with ERP systems

- Proficiency in SQL for data manipulation and queries
- Experience with Qlik or similar BI tools (dashboard design is essential).
- Understanding of integration tools and data flows
- Ability to adapt and learn new technologies quickly
- Desirable: Experience with data warehousing and ETL processes
- Desirable: Knowledge of Snowflake, Asure Data Services or Microsoft Fabric
- Desirable: Exposure to API integrations and automation tools
- Desirable: Strong analytical and problem-solving skills.

**Personal Attributes:**

- Highly adaptable and comfortable working in a changing environment.
- Strong communication skills to engage with technical and non-technical stakeholders
- Proactive and hands-on approach to learning and problem solving.

Last updated: December 2025