

Job Description

Job Title	Business Systems Administrator (Monday.com)
Department	Commercial
Location	Bathgate and Homeworking, travel as business needs require
Reporting to	Business Systems Manager
Line Manager to	N/A
Key Relationships	Business Systems Manager, Senior Architectural Technician, BIM Coordinator, Technical Administration Assistant, Head of Commercial, Senior Commercial Manager, Commercial Department, EWI Administration Team, EWI Site Team, HR, H&S, Customers, Clients.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview:

Everwarm are the UK's leading energy efficiency measures installer, and we are looking to expand our team to include a new Business Systems Administrator (Monday.com) to join the Commercial department. Primarily focused on supporting the Business Systems Manager on our Monday.com project; the role will involve administrative elements as well as providing technical support on Monday.com.

As a Business Systems Administrator, you will have the opportunity to be involved in the role out of new business systems and assist in their implementation.

Main Duties and Responsibilities:

- Assisting the Business Systems Manager with designated tasks
- Deal with staff enquiries regarding Monday.com and ensure correct information is provided.
- Log new workflows on database
- Process workflows as required.
- Act as a Monday Master
- Inputting and lodging process information as required.
- Filing and scanning duties
- Assisting in the development of business process and workflow
- Provide business support to process implementation.
- Attend various sites to provide training and assistance.
- Liaising with EWL staff, ensuring accurate information is transferred and communicated.

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Skills/Qualifications/Experience:

- Experienced in the use of Monday.com (essential)
- Experience of working as part of a team and using initiative working alone.
- Ability to prioritise and meet deadlines.
- Previous experience of inputting/updating databases.
- Ability to work as part of a team as well as autonomously
- Excellent attention to detail.
- Excellent communication and interpersonal skills
- Ability to meet and exceed customer expectations
- Experience of Outlook packages (Excel, Word, Outlook)

Additional Requirements:

- Disclosure Check
- UK Driving Licence
- Flexible Approach

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g., Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Work for PLC Company with option to join share save scheme.