



POSITION DESCRIPTION

JOB TITLE:	Systems & Report Administrator
DEPARTMENT:	IT
REPORTING TO:	Senior Business Systems and IT Manager

SUMMARY

Reporting to the Senior Business Systems and IT Manager, the **SYSTEMS & REPORT ADMINISTRATOR** will be responsible for the administration, maintenance, support and role out of enterprise Microsoft technologies, including Windows servers, Active Directory, SQL databases, SharePoint and Microsoft Teams.

This position will support efforts to maintain the overall security of Daiya's IT environment, by keeping all servers, application services, and workstations up to date. This person will lead and ensure in-depth analysis of problems and initiate corrective actions and implementation of preventative measures.

Please note this will be a 6-month contract, with a possibility of extension.

DUTIES AND RESPONSIBILITIES

- Ensure that all databases and systems are up to date, secure and running optimally.
- Develop, maintain and administer all system integrations and EDI platform.
- Support and administer all automation systems.
- Develop, support and administer Power BI reports and Dashboards.
- Work with users to implement, maintain and support company intranet with SharePoint.
- Implement, administer, and maintain data warehouse.
- Office 365, Teams and Active Directory administration.
- Ensure all servers are patched.
- Provide regular company wide training and update sessions.
- Carry out daily, weekly and monthly IT Administration tasks.
- Assist with all aspects of network maintenance and security.
- Monitor backups and ensure that off site servers are up to date.
- Provide daily user support.
- Assist with role out of new features and user adoption of new products.
- Document user stories, requirements.
- Maintain all related technical documentation.

QUALIFICATIONS AND SKILLS:

- IT Diploma preferred (or equivalent training and experience)
- Willingness and desire to learn new skills
- Minimum of 2 years IT administration experience in a Windows environment.
- SQL Database administration and development knowledge essential
- Power BI knowledge
- SharePoint administration knowledge required.
- Knowledge of workflow platforms, such as Dell BOOMI and Microsoft workflow and Flow.
- Office 365 administration knowledge would be an added advantage

- PowerShell knowledge required.

HOW TO APPLY

Please submit your application to careers@daiyafoods.com with “**Systems & Report Administrator**” on the subject line and indicate what shift time you prefer to work.