**Job Title: IT Administrator/Internship**

**Permanent, Full time Role, Hybrid role (After training)**

***Description:***

One of UK and Ireland’s leading shower enclosure companies. Merlyn Showering is a multi-award-winning company based in Kilkenny. We are also part of the UK PLC group Norcros Plc. We are seeking a motivated student to work with our IT and IT transformation team on some exciting new projects.

[www.merlynshowering.com](http://www.merlynshowering.com)

[www.norcros.com](http://www.norcros.com)

***Who we are looking for:***

You will be a highly motivated and talented IT Administrator/Data Analyst, passionate about what you do. Reporting to the IT Manager you will be a proactive and a team player who shares the Merlyn philosophy of ‘Continuous Improvement’.

**Key Responsibilities -**

* Monitoring and managing user support requests and incidents through to closure.
* Proactive system monitoring to maximise efficient use of systems.
* Manage on-boarding/off-boarding processes with customers and suppliers through EDI links and other data sharing formats.
* Investigate, analyse & resolve system issues with the support of application partners.
* Work with Business Units to interrogate existing reporting and other key resources for analysis of data quality, data accuracy, and master data access and process compliance in addition to continual improvement of master data.
* Work with managers to design & implement application change requests and undertake impact analysis of proposed changes.
* Work closely with 3rd party support companies where required.
* Undertake thorough system testing of any changes to be implemented.
* ERP Project- Undertake tasks related to ne ERP implementation.
* You will receive training on systems such as Sage, Access, SQL, QlikView, Crystal Reports would be an advantage, but full training will be given.

**Skills & Experience**

* Advanced working knowledge of word, Excel reporting
* A good understanding of database work (configuring and interpreting reporting requirements)
* Strong mathematical and statistical knowledge.

**Key Competencies**

* Organised and Methodical
* Analytical and Creative, able to think outside of the box.
* Strong communication and interpersonal skills, able to influence at all levels of the organisation.
* Able to multitask in a fast-paced environment.
* Excellent written and verbal communication skills
* Excellent Presentation skills and attention to detail
* Ability to work on own initiative and manage time effectively to meet KPIs and objectives.
* Ability to manage a diverse workload and work to deadlines.
* Proactive attitude and a team player

Applications/CVs to be emailed to [hr@merlyn.ie](mailto:hr@merlyn.ie)