

Job Opportunity

Heritage
automotive

Job Title	Group Systems Administrator
Location	Group wide – Flexible base
Reporting to	Curtis Blyth Brand Director
Job Purpose	With the significant investment we have made in IT/Telephony and the ever increasing developments within the partners we represent it is important that we dedicate the time and resource to getting the best from what we have. This exciting role will cover all aspects of our systems usage from deployment and project management to systems support and coaching.
Main Duties	<ul style="list-style-type: none"> • Maintain and develop best use of all current platforms, network, workstations, manufacturer systems, DMS, Telephones. • Maintain, add and retire user records for all group applications. • Act as single point of contact for systems support co-ordinating suppliers as required. • Work with Brand Mangers, Group Managers, Line Managers to ensure best practice and most efficient use of systems. • Develop strategies for efficient workflow utilising best practice and innovative use of systems. • Liaise with Manufacturer partners and suppliers to ensure we are always best placed to take advantage of the investments we are making. • Advise company directors of new developments and associated implications for group costs and benefits. • Manage systems expenditure and project manage any change.
Essential requirements	<ul style="list-style-type: none"> • A robust understanding of how systems integrate with our business and how we can benefit from their use. • A working knowledge of Microsoft based products Windows Server, Windows PC operating systems, Office based products. • A working knowledge of networks. • The ability to acquire knowledge and stay up to date with systems development. • The desire to learn through partner training and external systems training. • Flexibility as this role will require movement between sites and the use of a company vehicle. • Ability to plan and prioritise your own movements/diary and be self motivated. • Willingness to carry out basic hardware maintenance. • Driving licence.

Desirable requirements	<ul style="list-style-type: none">• Knowledge of the brands we represent.• Ability to communicate clearly and accurately to non-technical staff.• Desire to help Heritage achieve its short and long term objectives.
Closing date for applications	28 th July 2010
<p>If you are interested in this position please contact Mike Dowling Group HR Manager 07796177023 or email your CV to mike.dowling@heritageautomotive.co.uk quoting HAWebsite.</p>	

Heritage Automotive is an equal opportunities employer