

Job Specification

Position	MPL Systems and Data Administrator
Reporting to	Group Materials Planning and Logistics Manager
The Company	Brigade Electronics plc, established in 1976, is a global market leader in reversing safety and all-round visibility for commercial vehicles. The Brigade group is based in the UK, has subsidiary companies in the USA, Canada, Germany, France, Italy, Poland, France and The Netherlands, and is in partnership with over 50 specialist distributors worldwide.
Purpose of Role	Responsible for maintaining data integrity of systems used by the Materials and Logistics teams.
Key Responsibilities	<ul style="list-style-type: none"> • To maintain data integrity of product and supplier information using Dynamics NAV and Fusion Lifecycle. • To ensure Supplier information is maintained compliant to ISO9001 standard • To assist other members of the Materials and Logistics teams with NAV, Excel and PLM reports. • To develop process improvement through the use of current and new systems and integration as required.
Key Tasks, but not limited to	<ol style="list-style-type: none"> 1. Create Item cards for newly released products on the Navision system 2. Update purchase and sales pricing on Navision 3. To run regular checks on Navision to identify and fix missing or incorrect data 4. Updating Fusion Lifecycle with supplier information and records 5. Run regular checks on Fusion Lifecycle database to identify and fix incorrect or missing data 6. Assist with stock-take processing 7. Update the department's monthly KPI's in order to ensure the performance metric reports are accurately produced.

Person Specification

Essential	Desirable
Education and Training <ol style="list-style-type: none"> 1. Minimum of 5 GCSE "O" levels (to include Maths and English). 2. Highly numerate and literate 3. Good knowledge of Word, Excel, PowerPoint 4. Good Knowledge of ERP systems and Databases 	<ol style="list-style-type: none"> 1. Bachelor's degree in IT or related discipline 2. Proven experience of database administration.
Experience and Skills <ol style="list-style-type: none"> 1. Minimum of 1-2 year's practical experience in computerised stock control and ordering processes preferably using a recognised ERP system 2. Experience of using Dynamic NAV (Navision) 3. Capable of setting and maintaining effective general office procedures 4. Proven ability to manage a multi-task role 5. Understanding of Good customer service principles 	<ol style="list-style-type: none"> 1. Warehouse and stock control management. 2. Experience of using Fusion Lifecycle 3. Experience of using JET Reports 4. Experience of similar industry (commercial vehicle parts/components)
Personality and Motivation <ol style="list-style-type: none"> 1. Drive to achieve targets – individual, team and company 2. Self-manager and a natural team player 3. Readiness to take responsibility for the quality of own work 4. Willingness to listen and learn with continuous development mind set 5. Dependable, stable and punctual 6. Visible commercial integrity, trustworthiness and respect for company and colleagues. 7. Problem solving skills with the ability to "think outside the box" 8. Attention to detail 	
Interpersonal Skills <ol style="list-style-type: none"> 1. Effective written and oral communicator with above average telephone diction 	
Other requirements <ol style="list-style-type: none"> 1. Innate time manager 2. Able to work flexible hours when required 	