

System Data Administrator

Are you looking to build skills that will last lifetime OR do you have proven data inputting & administration skills?

What this role offers you:

We can provide fantastic experience of providing data inputting, data maintenance and data extraction support to our IT and Human Resource (HR) teams. As well as any other ad-hoc administration work direct to our friendly and supportive management team.

Hands-on experience working with our IT, HR and management team members can help you build skills that will last a lifetime and support a career in business administration...the rest is up to you! If you are a proven data systems administrator, we can offer you a supportive team environment and enjoyable place of work.

Do bring your sense of humour and personality with you!

What the role involves:

IT system administration

- Work closely with our expert IT Manager
- Periodically run and publish pre-built reports of SystemOne (our electronic medical record system)
- Set up new starters on our systems
- Re-set logins to systems
- IT helpdesk tracker; maintain an accurate log of IT issues that have been sent to our IT helpdesk provider.
- Provide basic advice to our people navigating around SystemOne
- Manipulate data in Microsoft Excel to present information in a meaningful way
- Ad-hoc basic administration support

HR system administration

- Work closely with our supportive HR Advisor
- Maintain our recruitment tracker (post adverts, arrange interviews, close vacancies)
- Maintenance of our electronic staff records system (setting up new starters on systems, issuing new starters packs and logins, chasing information & documents to ensure staff records are compliant, scanning & uploading documents to our staff records)
- Absence data – input absences from our monthly attendance sheets into our absence tracker.
- Periodically run and publish pre-built reports of our E-Learning training system
- Ad-hoc basic administration support

Management Team



- Ad-hoc basic administration support to the wider management team when needed

What we look for



- An ability to feel a part of our team right away will be a great start. Our management team all have different personalities, ideas, sense of humours and different ways of looking at a situation. That's what makes it great working with us.
- It's a fast paced environment and we all rely on each other's work being accurate and on time to deadlines. So you will need a pride in your work to ensure the basic system administration support you provide is right – first time – every time.
- The only thing that stays the same here...is we can expect change! We positively encourage changes and better ways to how we do our work. Not only will you need to approach change, new situations and challenges with dose of common sense and can-do attitude...but we expect you to 'think out loud' and add your own ideas about 'how we can be better'.



Essential: proven background in a vocational or academic environment of:



- written and verbal communication skills
- IT and Microsoft Office (word and excel) literacy.
- Efficient and accurate skills inputting large quantities of data into IT systems and spreadsheets.
- Juggling different deadlines and work at the same time
- Working with people who relied on the quality of your work and meeting deadlines
- Succeeding where flexibility and a positive outlook was required
- Competent in the use of PC software including Microsoft Outlook and Word. Full training will be given for in-house systems
- Proven ability to learn GCSE C* or higher in English and Maths



Desirable (not essential):

- NVQ Diploma in Business and Administration (i.e. Level 1 – 2) or NVQ Diploma in ICT (Information Communication Technology) or equivalent



So are you in?

Job title:	Systems Administrator
Type:	Permanent
Location of work:	Priory Medical Centre, Cornlands Road, Acomb, York
Hours:	37.5 hours per week
Pay:	£7.83 per hour + company pension scheme



How to apply:

Please apply for this vacancy by [clicking here](#) or visiting www.jobs.nhs.uk and searching Priory Medical Group, York

