



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Qube System Administrator
Internal Reference Number:	4029
Closing date:	-
Salary:	£25K - £35K depending on experience
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Southend on Sea, Essex
Contact details for applications:	Holly Payne talentresourcing@blockrecruit.co.uk
Role description:	<p>We are currently seeking a Qube System Administrator to join our existing team and help drive the business forward, making sure the software is used to its best potential. As our new team member, you'd will work with our existing Qube System Analyst in the implementation of system changes and improvements for the wider business. This is a full-time role offering the ability to take ownership of projects and make a significant impact upon the company processes. This role would include:</p> <ul style="list-style-type: none"> • Work with the Qube System Analyst in identifying and creating projects to improve the Qube database system and the company's procedures • Provide both reactive and proactive assistance to the various teams and individuals within the business who use Qube • Deliver training both formally and informally to existing staff to improve the general knowledge and understanding of Qube

	<ul style="list-style-type: none"> • Production of training notes and system guides for staff where required • Producing bespoke reports, routines and workflows to help streamline the various departments daily workload • Undertake routine maintenance/updates to the system to ensure optimum functionality • Oversee the Tenant Portal element of our website, undertaking updates, assisting with registration issues and overseeing the improved web design elements <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Previous administration experience with Qube software is essential • Excellent communication, IT and team working skills • Good knowledge of Microsoft Excel <p>If you don't meet the requirements for this role, call the Block Recruit team to see what other roles we may have which could fit your current level of experience or "create an account" with us on our website, so we can stay in touch and let you know when other roles to come up.</p> <p>Salary Range & Benefits: This position is offering between £25K - £35K depending on experience plus benefits.</p> <p>Application Process: Once we have received your CV you can expect to get a call or email within 1 week. Unfortunately, if you don't meet the minimum requirements for this position then you may not be contacted for this role. However, we would still love to discuss other opportunities suitable to your current skill set and experience and how we can assist you in your employment search.</p> <p style="text-align: right;">Contact: Jenny Dines www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/qube-system-administrator-919.aspx