

Job Description

Position: Systems Analyst

Location: Manggahan, Pasig City

The **Systems Analyst** will be responsible for maintaining and improving computer systems for the company. The Systems Analyst will learn & understand the company's enterprise resource planning system, implement the system across the company's users, and maintain the system. The Systems Analyst will also aid in troubleshooting technical issues.

Roles & Responsibilities:

1. Learn & understand the company's enterprise resource planning system
2. Implement system across company
3. Maintain & upgrade system as required
4. Troubleshoot technical issues
5. Collaborate with company users & leaders to resolve issues and ensure solutions are viable and consistent
6. Create system guidelines and manuals for the organization
7. Run training sessions and workshops on system processes
8. Conduct regular reviews of systems and generate reports on efficiencies and improvement areas

Qualification:

- Experience in learning a new ERP system
- Degree in computer science, information technology, information systems, or relevant field
- Experience in business administration a plus

Skills:

- High-level written and verbal communication skills
- Interpersonal skills
- Teamwork skills
- Analytical skills
- Attention to detail
- Adaptability
- Initiative