

SYSTEMS ADMINISTRATOR

Location: Hybrid

MS Ireland is currently recruiting for a full-time Systems Administrator. MS Ireland is the only national voluntary organisation which provides services to people with Multiple Sclerosis throughout Ireland. The Systems Administrator will support all departments in MS Ireland, Fundraising, Services, Finance and Communications.

Main Duties and Responsibilities:

During new development:

- Be an active Member of the Digital Working Group
- Communicate processes and system requirements.
- Assist in testing and reviewing systems.
- Communicate sign *off* on system design and development.
- Help define user roles and ensure there are no GDPR issues with any part of the system design.
- Create users/ user profiles/ back-ups/ reporting and how to make simple system changes.
- Provide end user training as required.

After development they will:

- Be the first line of support for the end users.
- Train all staff in how to use systems.
- Be able to create and edit reports as requested.
- Control change management requests from MSI staff for the system.
- Create/disable users and change user profiles if required.
- Oversee process of clients opting outs
- Ensure backups are completed in a timely fashion.
- Project management support to complete the transition to new systems.
- Consolidation of data and data management for generating reports and ensuring trustworthy data.
- Ongoing development of information systems to meet evolving business needs.
- Oversee consistency/standardisation regarding recording/managing data.
- Run monthly health check reports on systems.
- To carry out duties as may reasonably be requested by the Line Manager

Benefits:

The many benefits of working in with MS Ireland include:

- Employee Assistance Programme
- This role offers a competitive salary and company pension contribution.
- Hybrid role
- We are closed over Christmas and New Year.

Candidates must be currently residing in Ireland to be considered.

Applications to include CV and covering letter, by email to:

recruitment@ms-society.ie

Please ensure you identify your email by stating *Systems Administrator* in the subject bar.

Closing Date: 7th June 2024

MS Ireland is an equal opportunity employer.