

**SYSTEMS TRAINING COORDINATOR
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

The role of the Systems Training Coordinator is to provide technical and functional support to Business Central end-users group in terms of user support and training.

KEY PERFORMANCE AREAS:

- Provides ERP support to all Business Central users on prem and remotely.
- Create and implement training programs
- Maintain training records (e.g. trainee lists, schedules, attendance sheets)
- Undertakes assignments, projects or special initiatives as appropriate
- Adhere to best practice, corporate guidelines and objectives.
- Research and development on ongoing projects and business specific projects.
- Develop open and effective communication with all users.

QUALIFICATIONS / EXPERIENCE:

- Diploma or Bachelor's degree or equivalent work experience required.
- Minimum 2 years of professional experience in Training Administrator or Training Facilitator
- Minimum of 3 to 6 months as Support Administrator
- Functional expertise in one or more of the following areas preferred: Principals of Management in Sales Quoting, Ordering, Finance (Income, COS, Expenses), Production (Estimation, BOMs, Costings), Logistics, and Warehousing and related transactions.
- Experience with IT Service Management Software or similar.

BEHAVIOURS & ATTRIBUTES:

- Excellent presentation skills
- Excellent oral and written communication and presentation skills
- Strong critical thinking, analytical, and problem-solving skills

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria careers@hcg.one

Closing date for applications is Monday, 27th November 2023.