

SYSTEM SUPPORT ADMINSTRATOR

CONTEXT

Entegra Europe is wholly owned by Sodexo and is a newly created entity that is positioning as a margin enhancement business supporting the hospitality and catering industries. Entegra provide procurement, operational and system solutions for clients (mainly hotels) to enhance their profitability

We are a fast-moving business looking to grow rapidly within France and Benelux over the coming years.

As the System Support Administrator, you would play a key data driven role in updating internal and external (client) systems, ensuring the highest levels of data accuracy and data format standards are adhered to.

Our ambition is to create the leading GPO (Group Purchasing Organization) for food throughout Europe.

ROLE & RESPONSIBILITIES

Reporting to the Systems, Process & Support Manager and supporting the E-Procurement Project Manager and System Support Manager, your main tasks will be data preparation, data checks and system imports, detailed as follows:

Entegra Internal Systems

- Supporting the weekly/monthly pricing process by updating Entegra's system (Darwin)
- Interacting with the procurement team to import supplier price files and export uplift files
- Managing and resolving system queries relating to the supplier price import
- Conducting ongoing data quality and consistency checks
- Preparing and importing supplier EDI files
- Supporting the invoicing processes with system data entry
- Working with the system support manager to support suppliers and resolving any supplier queries
- Participate in the new client/supplier relationship set up (nomination) process

Client Systems

- Updating price files in client e-procurement systems on a weekly basis
- Creating and activating products in the e-procurement systems
- Interacting with the Entegra operations team to resolve any client or data queries
- Supporting the operations team where possible to increase Eprocurement system compliance at the client
- Communicate status to internal clients
- Support new client/supplier system set up process

Other

- Ad hoc analysis tasks/projects for the systems, procurement and operations teams
- Support the systems team in regularly reviewing, challenging, and improving the way of working of systems and processes at Entegra Europe, to reduce waste and increase effectiveness

SKILLS & EXPERIENCE

- Task driven and 'hands on'
- High level of attention to detail
- Passion for accurate data
- Rigorous
- Proficient in Microsoft Office Applications (Word, Excel, Outlook, Powerpoint)
- Ability to build relationships – Internally and externally
- Fluent in English & French (written and spoken)
- Willingness to develop and learn
- Team player, determined
- Ability to see processes through to successful completion
- Preferable: Previous system experience (e.g. CRM, Eprocurement)

Reporting to: Systems, Process, and Support Manager

Location: Boulogne-Billancourt (France)