

JOB DESCRIPTION

SYSTEMS ADMINISTRATOR

Position Summary

All members of the Sexton Family of Companies (SFOC) team will demonstrate respect and ethical conduct, will work safely, provide excellent service, and will work with the team to support superior performance in the achievement of both individual and company goals.

Reporting to the Business Solutions Manager, the Systems Administrator supports the day-to-day administration, maintenance, and integrity of the organization's Business Information Systems. This role focuses on executing routine system administration tasks, maintaining data accuracy, supporting users, and ensuring systems operate in accordance with established policies, procedures, and access controls.

The Systems Administrator plays a key operational role in supporting data governance and business systems activities by performing assigned tasks under defined standards and direction. Working closely with the Business Systems Analyst, this position assists with system upkeep, user administration, data maintenance, and routine troubleshooting, escalating issues and exceptions as required.

Key Responsibilities

- Perform routine maintenance of system master data within Eagle, including Vendor, Customer, Inventory, and General Ledger records, in accordance with established standards.
- Administer user profiles, role assignments, and access permissions based on approved requests and role-based access control policies
- Monitor data for completeness, accuracy, and consistency, and report identified discrepancies or anomalies for investigation
- Assist in maintaining system security by following defined user access, password, and permission management procedures
- Execute assigned data cleanup and validation tasks to support overall data integrity and system reliability
- Maintain documentation related to user access, master data updates, and routine system administration activities
- Assist in preparing and distributing system-generated reports according to established schedules and requirements, or as needed
- Support data extraction, validation, and formatting for specified reporting tools
- Perform routine data checks to support reconciliation between operational systems and financial subledgers, escalating variances as identified
- Provide first-level system support to users, including troubleshooting basic system issues and responding to routine inquiries
- Support inventory data maintenance activities, including updates related to slow-moving or obsolete inventory, as directed
- Escalate system issues, data concerns, and enhancement requests to the Business Systems Analyst or Business Solutions Manager as appropriate

As a member of the Sexton Family of Companies, employees may be requested to contribute to duties outside of the role's main scope of responsibilities as per required qualifications, licensing, and safety certifications.

Skills & Qualifications

- Diploma, comparable certification or equivalent experience in information technology, computer science, or a related field
- 1–3 years of experience in systems administration, application support, or a related technical role
- Working knowledge of ERP or business information systems and basic system administration principles
- Experience using reporting or data tools such as SQL, Power BI, Microsoft Dynamics, or advanced MS Office considered an asset
- Effective communication skills with the ability to interact professionally with suppliers and internal stakeholders
- Strong organization skills and the ability to manage multiple priorities and deadlines

Competencies

- Be highly organized with strong attention to detail and accuracy
- Be responsive and service-oriented when supporting internal users
- Follow documented procedures and controls consistently
- Demonstrate strong problem-solving skills within defined guidelines
- Communicate clearly and professionally with technical and non-technical stakeholders
- Work effectively both independently and as part of a collaborative team

Pre-employment Conditions

- Consent to and pass a pre-employment drug test (Policy C-14 Substance and Alcohol Abuse Prevention)
- Consent to and pass a satisfactory (soft) Credit Record Check
- Execution of a Non-Disclosure, Non-Use, and Non-Solicit Agreement