



## DATA ANALYST & IT SUPPORT

**ATOM-JET INDUSTRIES** is a custom machining and advanced manufacturing company in Brandon, Manitoba. Atom-Jet has been in business since 1962.

The Atom-Jet Group has a reputation for producing quality products and recently received the Manitoba Chamber Outstanding Long-Term Achievement Award.

Atom-Jet Industries is currently seeking an energetic, motivated, and committed team member for the position of **Data Analyst & IT Support**.

### Benefits

Atom-Jet recognizes that the people within our team are our most valuable asset, because of this Atom-Jet provides its employees with:

1. A comprehensive benefit package, at no cost to our employees.
2. Pension matching
3. Competitive salaries and wages
4. Work life balance
5. Regular social events

### Job Summary

This role is responsible for maintaining the integrity of the Group's IT Infrastructure, assisting & leading IT initiatives and improvements as well as assisting all departments with various data analysis and administrative tasks.

### Duties and responsibilities

- Providing ongoing internal IT Support, utilizing outside IT provider as backup for major issues.
- Completing regular ERP and updates.
- Initiate and assist system improvements.
- Work with the team to continuously improve processes
- Conduct costs and data analysis.
- Maintain the integrity of inventory data
- Provide support for inventory counts, including data entry.
- Function as a backup for all administrative tasks, including front counter coverage, purchasing, planning, etc.

### Requirements

This is an important position within the Atom-Jet Group and in order to be considered for this position, applicants must possess the following characteristics:

**Experience** – 1-5 years' experience in an administrative or IT role.

**Education** – IT Experience and/or education would be considered an asset, but training will be provided to the ideal candidate.

**Skills** – Applicant must be able to multi-task, set priorities within tight timelines, and possess strong organizational skills. The individual taking this role must also be proficient with Microsoft Office, ERP/MRP systems and have very strong problem-solving skills.

**Attributes** – The applicant must be self-motivated, solution oriented, customer focused, possess strong communication & interpersonal skills, and always work towards ongoing improvements.

Please forward resumes via email to [hr@atomjet.com](mailto:hr@atomjet.com) attention; **Data Analyst & IT Support**