



Junior ERP Administrator

Would you like to work with an award-winning boatbuilding company based in waterside offices near Falmouth, Cornwall - the perfect destination for sailors, surfers and beach lovers? Cockwells is a growing company; globally respected in the marine industry and at the forefront of designing and building the highest quality boats, motor launches and tenders. The Company cleverly integrates traditional boatbuilding skills with innovative engineering and modern techniques to build vessels of the highest quality.

Following the major redevelopment of our facilities at Mylor Creek, our acquisition of the Hardy Marine brand of motor yachts and our purchase of The Southwest Shipyard at Ponsharden, we are looking forward to exciting times ahead – expanding the range of high-end craft we design and build; investing in the Company and our workforce, and creating new career opportunities.

We're looking for a full-time **Junior ERP Administrator** to join our team and start **as soon as possible**.

Job description

- The Junior ERP Administrator is responsible for maintaining Cockwell's ERP and related services, database maintenance, user accounts, and other related systems.
- Other responsibilities include analysing business needs as well as creating and providing tools to improve user processes.
- Provide general technical support to keep Cockwell's IT services running efficiently.
- Custodian of all IT training materials ensuring consistency of formats and content is fit for target audience.
- This position will have direct access to confidential information that should not be disclosed directly or indirectly to others for any other purpose than to perform the essential duties of this position

Essential skills

- Experience of working with Manufacturing and/or Inventory Systems
- Competent analysing data using SQL or similar
- Ability to produce reports as and when required using most appropriate platform – crystal reports, Microsoft Excel, etc
- Inquisitive and logical mindset

Desirable skills

- M1 ERP package experience would be advantageous

Location

The usual place of work for this role is the **Mylor Creek Boatyard, Mylor Bridge, TR11 5NS**

Salary

Starting Salary up to £25,000

Benefits

The company offers a four-day, 40-hour week with opportunity for overtime; flexible working; progression and training; competitive rates of pay; an internal referral program; company events; free parking; branded uniforms; a pension scheme and secure employment in one of the most beautiful regions of the UK.

Interviews

Interviews will take place as and when suitable applications are received.

How to apply

Please submit a covering letter with your c.v. to info@cockwells.co.uk

Thank you. We look forward to hearing from you.