DATA ANALYST & ADMIN SUPPORT

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

Atom-Jet Industries has a reputation for producing quality products and recently celebrated its 60th year in business.

Atom-Jet Industries is currently seeking an energetic, motivated, and committed team member for the position of **Data Analyst & Admin 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 supporting a variety of functions including IT, inventory management, data analysis, production, marketing, and admin. This role is a key contributor in maintaining the ERP system and driving system improvements and initiatives.

Duties and responsibilities

- Providing ongoing internal IT Support, utilizing outside IT provider as backup for significant issues.
- 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.
- Assist marketing and sales teams.
- Function as a backup for all administrative tasks, including front counter coverage, purchasing, planning, etc.
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Requirements

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

Please forward resumes via email to hr@atomjet.com attention; **Data Analyst & Admin Support**