

Help Wanted: Systems Administrator

Come grow with us! Stemmler Meats & Cheese is experiencing continuous growth and has an immediate opening for a full-time **Systems Administrator** position in **Waterloo, ON**.

The keeper of the data, this role requires attention to detail, the ability to prioritize, and problem-solving skills. A master of organization, files are at the tips of your fingers, and if you don't know the answer, you know where to get it. Discretion and confidentiality are ingrained as your research and sales analysis skills are tested daily. Communication both internally and externally is prompt and concise, with follow-up, as necessary.

Key Responsibilities

- Manage internal business systems and ensure data entered in each system is accurate
- Develop new PLUs and NFT labels
- Maintain existing PLUs and NFT labels ensuring they are accurate and formatted consistently
- Ensure label design meets labelling regulations
- Complete weekly inventories and enter purchase orders
- Analyze our current customer base and make recommendations based on customer needs
- Perform any other duties as assigned

Experience and Qualifications

- Possess at least two years' systems administration experience in a fast-paced environment
- Advanced computer skills, including managing databases and running calculations in spreadsheets
- Keen attention to detail
- Strong analysis and decision-making abilities, including problem-solving
- Ability to manage multiple projects and work on tight deadlines
- The ability to work independently as well as part of a team
- Extraordinary organization and multitasking skills, able to wear multiple hats and deal with a variety of tasks to support day-to-day operations
- A tech-savvy self-starter, an efficient and accountable contributor, a collaborative team player, and an astute problem solver
- Previous experience using an ERP system in the food manufacturing industry is an asset
- Excellent communication skills in English (both verbal and written), bilingual in French/English is considered an asset
- Available to work from 8 am – 5 pm ET, Monday – Friday, and a willingness to work overtime and/or flexible shifts to support operational needs

Please submit your resume and cover letter via email to alaina.stewart@stemmlermeats.ca along with salary expectations. No phone calls, please. Only those candidates selected for an interview will be contacted.