



Junior Data Analyst & ERP Administrator

About Millgate:

Established 25 years ago, Millgate now has a wide range of clients across the public and private sectors, including retail, distribution, healthcare, education, transport and more.

We have learned and evolved over that time and have developed a reputation as an effective and trusted technology adviser to our clients, able to understand their requirements and provide the very best solutions to help them succeed.

We do this by committing to a very simple guiding ethos. Clients should expect that we deliver on the fundamental requirement that any tech product, service or solution we recommend or implement into their business actually works.

At Millgate, our culture is based upon shared common values, not least of which is our effective service ethic. We understand that when a group of talented and committed individuals combine forces in pursuit of a common goal that anything is possible.

Anybody can be part of a team, but it takes a group of exceptional people to be part of a high-performing team. Which is why we set a high bar for anybody considering joining us. If successful, from that point on we work hard to challenge, recognise, and reward you so that you may grow with us.

Our drive for growth is based upon the concept of Continuous and Never-Ending Improvement (CANEI) and so should you wish to improve individually or simply wish to contribute to a high-performing team for some or all the *next* 25 years, Millgate will be a supportive environment.

The Opportunity:

The Junior Data Analyst & ERP Administrator will be part of Millgate's Business Intelligence Unit (BIU). You will be primarily responsible for the administration and customisation of NetSuite.

Role & Responsibilities:

- Create and deliver NetSuite Saved Searches
- Create configurations and customisations of NetSuite to meet the business needs
- Provide ongoing systems and technical support for the NetSuite system
- Create and deliver dashboards and relevant reports and KPIs
- Administer functions such as page layout, custom fields, and workflow configuration
- Expanding NetSuite literacy in the wider organisation through training and documentation

- Attend daily Stand-Up Meetings and track their workload within an Agile/Scrum working environment.

Accountabilities and Performance measurables:

- Quality of work
- Skills and knowledge progression
- Time/task management and prioritisation
- Attitude and behaviours
- 360 feedback reviews

Organisational Alignment:

- Report to Business Intelligence Unit Leader
- Work interdependently within BIU during Scrum Sprints

Essential Criteria:

- Proficient with Excel
 - Pivot Tables
 - VLOOKUPs
 - Formulas
- General understanding of ERP Systems
 - Within the context of a Sales organisation (desirable)
- Ability to work with other members of the business to elicit requirements, document those requirements and deliver the solution
- Enthusiastic and rigorous with a thirst for knowledge, thriving on wanting to learn
- Emotionally Intelligent with strong work ethic
- Desire for development through organised continual professional development

Personal Attributes:

- Demonstrate sound work ethic
- Strong desire for personal development



- Proactively contribute to a positive working environment
- Anticipate to overcome obstacles
- Makes useful observations to arrive at insightful plans and solutions
- Derive insights and potential solutions from multiple information sources
- Embrace personal challenge
- Confident, rounded thinking
- Is self-aware
- Is resilient, optimistic, and open to change
- Collaborative approach to problem solving
- Self-motivated and disciplined
- Flexibility toward short-term objectives and works well under pressure

Personal Attributes and Millgate's Core Values:

You must demonstrate or aspire to uphold our core values:

- Be Humble
- Be Hungry
- Be Smart
- Be Agile
- Be Curious
- Exceptional personal and professional Integrity

General Safety:

- Understand that acting safely always remains the number one consideration
- Understand that we are responsible for our own safety
- Understand that we are also responsible for the safety of those who work with and for us
- Report accidents and incidents in line with company policy

Environmental Job Requirements and Working Conditions:

- This Position is office-based only, however may require occasional travel



- As a fast moving, agile business the incumbent needs to be willing to perform any related role/task that may be requested by the directors from time-to-time for the good and benefit of the company

The Package:

Millgate offers an incredible package of benefits, from our competitive salaries through to current care and future financial stability for you and your family with our healthcare and pension schemes.

- Negotiable basic, dependent upon experience
- Contributing pension scheme
- Private healthcare
- Increased holiday with service
- Tailored training and development plans
- Real opportunities for progression