



From June 2014, the G:link, an exciting light rail system operated by **KDR** – a joint venture between international public transport operator, **Keolis**, and Australia's leading provider and maintainer of passenger and freight rolling stock, **Downer**, will come alive, linking people and communities along the coast. KDR is part of the GoldlinQ consortium, selected by the Queensland Government to deliver the Gold Coast light rail.

The light rail is central to the Gold Coast City Council's 'Bold Future' vision to be a leader in sustainable living through the creation of a world-class, reliable and integrated transport network.

IT Administrator (ERP and Systems Specialist)

Do you have hands on ERP/IT analysis and demonstrated business analysis experience? Are you looking for an excellent career development opportunity within a dynamic and challenging environment? Look no further!

We are looking for an ERP and Generalist Systems Specialist to provide critical support and direction/advice to the Directors and staff of KDR Gold Coast to ensure business activities are efficient, secure and responsive. The successful candidate will be part of a dynamic and enthusiastic team, ensuring the successful launch and ongoing success of the first ever Light Rail network in any regional Australian city!!

Your role:

- KDR (BaCS AX) ERP administration/support including supply system, processes, people and data alignment to meet business needs
- Maintaining excellent working relationships with ERP (all KDR) vendors including BaCS Systems and Outsourced Rail Systems and/or respective IT Support Services
- Reviewing KDR business and operations procedures vis a vis:
 - Finance, maintenance, inventory, procurement etc. and align BaCS to best support same
 - General BaCS AX set up to ensure sustainability and integration of all modules in BaCS AX with KDR including interface to non ERP systems
- Creating working level procedures and instructions utilising AX tools and techniques.
- Review and analysis of ERP system processes to identify business improvement opportunities and lead/facilitate the implementation of these into the business
- Provide training to relevant staff in appropriate business procedures to support inventory processing, and in BaCS / AX BI Reporting. Also provide training to procurement staff to support procurement processing
- Data cleansing of existing outstanding issues in BaCS AX, and in integrity clearing of all modules in BaCS AX

The successful candidate will also be responsible for the day to day management and support of the KDR IT Office network support coordination administration and level 1 prior to C1 Support. This includes ensuring SLA agreements are monitored and agreed to contractual specification, maintaining an understanding of ICT Architecture and infrastructure, ensuring all ICT licence agreements are in place and up to date, and ensuring all



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backup, disaster recovery including input to Business Continuity is in place, periodically tested and operational including datacenter, networks, and applications clustering

Your profile:

- Formal certification in Microsoft Dynamics modules preferred with demonstrated detail level Microsoft office skills
- Previous hands on ERP/IT and Business Analysis experience
- Finance, Warehouse and Procurement and or Maintenance Management experience
- Excellent attention to detail, adaptable and flexible while managing conflicting priorities
- Fluent in English with excellent written and verbal communication and interpersonal skills. Able to communicate across a diverse range of clients, both internal and external and sustain effective working relationship
- Customer-focused with the ability to inspire your team with commitment and enthusiasm
- Able to identify and rectify problems and issues in a timely manner
- Legally entitled to live and work in Australia

If you want to work with the most exciting project team on the Gold Coast, you may apply online directly or send a copy of your resume to Melissa Stone, HR Director at melissa.stone@kdrgoldcoast.com.au.



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