

SYSTEMS ADMISISTRATOR

We have an exciting position available in Cape Town. The Systems Administrator. This role is responsible for entering numerical data, codes and text from one platform to another. The Systems Administrator must ensure that information is up to date and captures accurately.

Key Personal Competencies:

Educational

- Grade 12- Mandatory
- Tertiary Qualification – Advantageous

Work Experience

- Basic technical understanding
- Experience with a HelpDesk and CRM system is advantageous

Advantageous

- Good understanding and knowledge of the e-commerce industry
- Background in payments/banking/software/technical systems

Attitude

- Patient and Tolerant
- Determined
- Confident and Assertive
- Enthusiastic
- The ability to work under pressure and able to meet targets and deadlines

Skills

- Ability to work in a team
- Strong communication skills both verbal and written
- Well-spoken with good telephone etiquette
- Attention to detail
- Accurate, alert and attentive
- Good typing skills and finger dexterity
- Ability to concentrate for long periods at a time
- Orderly thinker and worker

Responsibilities Include

Activation of New Clients

- Ensure data received have been captured on the intranet.
- CRM need to be updated accordingly
- Assist Customer support with the updating of merchant profile requests
- Adhere to any ad hoc data capturing requested by manager
- Client Relationship Management

Support and Assist Clients with Integration Queries

- Ensure tickets are dealt with timeously

Client Relationship Management

- Liaise with various banks and schemes regarding Merchant credentials and test information required

Reporting

- Daily and monthly reporting on new loads

Email your cover letter and comprehensive CV to talent@paygate.co.za.

NOTE: Please indicate in your email whether you were referred to us, and if so, please say whom referred you.

Applications close 30 September 2019.