

**JOB TITLE:** Business Systems Manager (Internal Systems)  
**DEPARTMENT:** Finance, Admin, Systems  
**LOCATION:** London  
**REPORTS TO:** CIO  
**RESPONSIBLE FOR:** NO DIRECT REPORT

**Company Information:**

essensys is the leading global provider of software-enabled platforms for the flexible workspace industry. The world's largest, most successful serviced office, coworking, science park operators and commercial real estate owners rely on essensys to power, manage, grow and scale their workspace business.

We're currently recruiting for a Business Systems Manager to join our small team. This position would suit a technically minded individual with a passion for exploring the latest software and hardware technologies. As one of our Business System Mangers your ultimate focus and goal will be to deliver operational excellence across a variety of internal systems.

**What will you be doing?**

You will ensure the highest possible level of service and availability is achieved and will plan and manage changes to internal systems and ensure projects are completed in a timely and efficient manner. Other duties include:

- Act as escalation point for internal service issues (software & hardware)
- Keep documentation up to date
- Actively participate in internal & external audit cycles
- Testing and configuring new hardware and software technologies
- Identify opportunities to streamline IT processes and reduce cost or gain efficiencies
- Perform data migration requests as part of new system implementation

**The qualifications and skills you will need to be successful in this role:**

- Minimum of 3 years' experience supporting systems in a distributed network
- Experience in supporting Microsoft technologies & variety of SQL databases
- PowerShell and additional programming language, preferably javascript
- Microsoft Office 365, SharePoint and Azure experience
- Demonstrate good communication & organisational skills and an analytical approach to problem solving.
- Versatile technical experience of cloud platforms
- A good understanding of today's IT security challenges and an interest in researching new technologies
- Liaise with 3rd party suppliers to implement and maintain applications
- Have excellent customer interaction skills both verbal and written
- Have the willingness to go the "extra mile" to deliver timely solutions

**What we are looking for?**

We are looking for the following aptitude and personal qualities

- Methodical approach
- Flexibility
- Impeccable attention to detail
- Work well under pressure
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**Company Compensation and Benefits:**

- As an employee at essensys you will enjoy a competitive salary, 25 days holiday entitlement plus bank holidays and let's not forget, you will have your birthday off as we believe it's important to enjoy your special day away from work.
- You will also be automatically enrolled into our workplace pension scheme from day 1.
- Other benefits include healthcare, life insurance, corporate gym plan, just to name a few, as well as a wide range of professional development opportunities to support your growth with us.
- A full list of benefits will be provided on application.

**Does this appeal to you?**

If so and you want to work for a fantastic, expanding and exciting ProTech company, please forward your CV to [hr@essensys.tech](mailto:hr@essensys.tech) for the full job description, full list of benefits and more information about the recruitment process.