

<b>Job Title</b>	Systems Consultant – Autoline DMS: Finance & Vehicle Administration.
<b>Reports To</b>	Manager / Team Leader

### Who Are we?

Founded in 1994, our mission @ Information Systems Limited is to provide the most comprehensive, cost effective and innovative business software solutions through a cooperation of expertise and knowledge.

We are committed to deliver the highest level of value to our customers and to provide a dynamic and challenging environment for all our employees. The group now employs over 65 professionals, and services over 600 customers both locally and overseas and is ISO 9001:2015 certified.

### Job Purpose

The **Autoline Dealer Management System (DMS)** is the premier business solution for the retail automotive industry and endorsed by all leading manufacturers.

Assist a team of young and dynamic experts in providing an excellent level of support to our customers.

### Duties & Responsibilities

- Supporting daily operational system issues, clearly documenting issues reported.
- Assist in User Training.
- Installation and Implementation of application software.
- Assist in local and overseas implementations.
- Perform functional & integration testing.
- Adhere to code of conduct.
- Ensuring that all day to day work practices are following the standards set in the Quality Management System (QMS) and assist in their updating in case of need.
- Timely inputting of timesheets.

### Qualifications

- A background knowledge of the Automotive industry would be beneficial but not essential.
- Essential experience required includes commercial or theoretical knowledge of accounts to include Sales, General and Purchase ledgers or manual procedures.
- A good degree of IT literacy to include mainstream accounts software.
- Candidates with previous experience of working in a helpdesk environment with accounting knowledge, or with accounting software, would be considered.

### Working Conditions

- At times the nature of the job may be somewhat demanding due to the issues needing resolution in the shortest time possible to maintain client satisfaction always.

### Physical Requirements

- Since the job consists of office related work, there are no particular physical requirements.

#### Other Requirements

- On the job training would be provided as and when required. Training may be carried out internally, locally, or overseas. Ongoing training and a structured appraisal system ensure people can grow professionally.
- With our clientele being local as well as international, you would be expected to have an excellent command of spoken and written English. Fluency in a 2<sup>nd</sup> language such as French and/or Arabic would be considered an asset.
- You will be working on systems that interface and integrate with the automotive industry players such as : KIA, Mercedes , Toyota , Honda , Ferrari , Hyundai , Jaguar, VW, Porsche , BMW , Lamborghini....
- The very real opportunity of overseas travel and exposure to world class systems.
- We offer careers not jobs.
- The opportunity to learn the business processes involved.
- Salary will commensurate with experience, expertise and knowledge.

Send your CV to: [hr@isl.com.mt](mailto:hr@isl.com.mt)