



## Business Applications Administrator

We are seeking an exceptional Business Applications Administrator is to support the Business Applications Manager in maintaining, updating and optimizing all the business software solutions within eQ Homes and Regional Group.

### About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

### About the role

The Business Applications Administrator will be responsible for:

- regular database maintenance;
- implementation of new software and system updates;
- software systems education;
- collecting feedback from userbase;
- self-education on use and future development of all current business software solutions;
- supporting all divisions of Regional and eQ Homes in their use of business software systems;
- troubleshooting technical issues within system software;
- updating workflow diagrams when systems are changed; and
- database quality assurance.

### About you

You have:

- experience with ERP systems, database structure (specifically SQL) and other business technologies;
- experience in new home construction and/or real estate management;
- knowledge or understanding of project and property management accounting;

- proficiency with Microsoft Office 365 suite of software;
- strong priority management;
- strong organizational skills and are capable of handling large volumes of data; and
- strong written and verbal communication skills.

We offer a dynamic opportunity with an attractive base salary and benefits. Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: [recruiting@regionalgroup.com](mailto:recruiting@regionalgroup.com).

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.