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IT Business Manager

Job Description

Job Title: IT Business Manager
Reports to: Country Manager
Location: London
Job Status: Permanent, Full Time
Starting Salary: £50,000 depending on skill set, qualifications and prior experience

Qualifications: Bachelor's Degree in Information Technology

Job Specification:

IT BUSINESS MANAGER

Working closely with the international IT team and with the other members of the local UK team, the IT Business Manager will be responsible for running IT operations within the UK operation.

He/she will report to the Country Manager and functionally to IT MBE WW Director.

Main tasks and responsibilities:

- Ensure the fulfillment of IT projects deployment in the franchisees' network coordinating and adapting tools, processes and platforms to local needs.
- Collate the fulfillment of project activities always in respect of Country business target and goals.
- Collate the fulfillment of project activities always in respect of WW IT strategy and guidelines.
- Manage demand management activities, gathering requirements and inputs from the business, to prioritise and analyse them.
- Document the functional and non-functional requirements to support new features' development.
- Ability to escalate priorities at country and global level and to help manage minor issues locally.

Mail Boxes Etc. (UK) Limited | 15 Cromwell Park, Chipping Norton, Oxfordshire | OX7 5SR
T. 01608 649230 | E. info@mbe.uk | W. www.mbe.co.uk
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- Manage the local Help-Desk activities contributing to define the right performance in between local and global support activities.
- Help, train and advise franchisees about IT tools related to business opportunities.

Skills and experiences:

- Outstanding functional analysis experience and skills.
- Good Project Management experience.
- Advanced to expert user of Excel and good grasp of data analysis.
- Goal-oriented approach.
- Excellent knowledge of personal productivity tools (Word, Excel, PowerPoint, etc.).
- Solid IT background with skills on simple system administration, network configuration and day by day office support.
- Great teamwork attitude.
- Excellent mastery of written and spoken English.
- Ability to solve problems effectively and efficiently.
- Structured approach, process oriented, multi-tasking and ability to prioritise.
- Willing to learn showing enthusiasm for technology and business with a proactive attitude.
- Solid communication skills, ambitious and able to build strong relationships with internal and external business partners.
- Bachelor's Degree in Information Technology or Engineering.
- Willingness to travel.

Whilst the role may allow for a proportion of home-based working, the position is office-based. Therefore, you must be able to commute daily, or as required, to our offices in London.

Please email a copy of your CV and reason for applying to: apply@mbe.uk

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business

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