## THE COMPANY

The Conexus Group is a global portfolio of specialist businesses delivering professional services to the iGaming and Payments industries. Established in 2001 and headquartered in Redhill, the group offers a comprehensive suite of services designed to support companies at every stage of their lifecycle, including recruitment, training, consulting, M&A advisory, marketing, and managed services.

Operating across UK, America, Malta, and Spain, The Conexus Group combines a global network with local expertise. Its brands include Pentasia, PaymentGenes Recruitment, Partis, InclineBet, Initiate International, and Conexus Leadership, each specialising in areas such as talent acquisition, compliance training, digital marketing, and strategic consulting.

With over 100 professionals in global locations, The Conexus Group is committed to helping clients grow, transform, and evolve in the dynamic sectors of online gaming and financial technology.

## THE ROLE

The Data & Systems Administrator is responsible for overseeing and supporting the organisation's IT infrastructure and data systems, with a strong focus on support and data administration. This role ensures the smooth installation, configuration, and optimisation of business-critical systems, including CRMs, cloud services, and resource libraries. Key responsibilities include monitoring system performance, supporting staff in system usage, maintaining data integrity, and liaising with third-party providers for technical support. The role also involves managing user access, improving software integration, and ensuring IT systems meet security and performance standards.

## WHAT DO WE WANT FROM YOU?

We are seeking a technically skilled and highly motivated individual with a strong interest in IT systems and data administration. The ideal candidate will have experience in IT Support and system maintenance, with the ability to install, configure, and maintain a range of business-critical applications. They should be confident in troubleshooting technical issues, supporting end-users, and managing data with accuracy and care.

Strong communication and collaboration skills are essential, as the role involves working closely with internal teams and third-party providers. A proactive mindset, attention to detail, and the ability to identify and implement improvements in data systems and processes are key traits we value. Familiarity with Microsoft Office, CRMs, cloud-based platforms, and role-based access control (RBAC) is highly desirable.

## SKILLS AND EXPERIENCE

- Technical software and analytical skills.
- Experience in IT systems administration.
- Computer literate and proficient in Microsoft Office tools.

## WHAT CAN YOU EXPECT FROM US?

- 25 days paid time off (PTO)
- A day off for your birthday
- Full company shutdown between Christmas and New Year in addition to your PTO
- Private Health Insurance and dental & vision cash benefits (after successful completion of probationary period)
- Pension – 3% employer, 5% employee contribution
- Life assurance – 3 x basic salary (after successful completion of probationary period)
- Access to BenefitHub for high street discounts