

Automation Analyst

Job Type: Full-time, Permanent

Pay: annual salary + Bonus scheme

Schedule: Monday to Friday

This is a fully office based role.

City Rooms is London's most prominent provider of co-living accommodation. For over 15 years we've provided thousands of Londoners with great-value, well-managed homes across the capital.

We are now building a **new, expanded Operations function** focused on smarter processes, better systems and scalable growth. As part of this, we are looking for an **Automation Analyst** to help turn our day-to-day workflows into reliable, automated processes.

This is a practical, hands-on role working directly with our Operations team to remove repetitive admin, improve accuracy and help the business run more efficiently.

What you'll be doing

- Building and maintaining automation flows using **Microsoft Power Automate**
- Creating workflows triggered by emails, forms, schedules and system updates
- Connecting Outlook, SharePoint, Excel, Teams and our internal systems through automation
- Working closely with Operations to turn documented processes into working bots
- Monitoring live automations and fixing issues when something breaks
- Improving existing flows as volumes grow or processes change
- Keeping clear records of what each automation does

About you

- You enjoy building things that make life easier for other people
- You are organised, logical and comfortable working with systems and processes
- You have good technical ability but also enjoy working with non-technical colleagues
- You like solving practical problems rather than writing theoretical code
- You can work independently, but you're also a strong team player

What you'll need

- Experience using **Microsoft Power Automate**
- Understanding of triggers, conditions and actions
- Confidence working with Outlook, SharePoint, Excel and Teams
- Strong attention to detail

Nice to have

- Power Automate Desktop or RPA tools; Power Apps
- Experience in operations, admin, finance or customer-service environments

What do we offer you!?

- Fresh fruit each day.
- 1 day off on your birthday and 1 wellness day off per annum.
- Regular eye tests, employee discount benefits scheme.
- Additional holiday and SSP top up accrued with length of service.
- Summer and Winter annual party, other company events.