



## Syspro ERP Admin

The primary job of the Syspro ERP Admin is to support Syspro applications throughout the organization. Allen is looking for an individual who works well as part of a team and takes a strong customer service approach when dealing with the department's "customers", fellow employees. The qualified candidate will be able to enhance ERP performance, write reports, and improve efficiency across the company.

### Job Responsibilities

- End user Syspro support.
- Troubleshooting Syspro related problems.
- Perform function of SQL database admin, SQL backups, user security, database maintenance, etc.
- Ad hoc report writing and development.
- Communicate technical information to non-technical people.
- Evaluate risk, network recovery, and backup processes.
- Monitor system performance.
- Assist with training needs.
- Continuous improvement of business processes.

### Requirements

- Syspro certification preferred.
- Experience with crystal reports.
- Experience working in IT operations preferred.
- Experience with MS, SQL, and Excel.
- Excellent project management and communication skills.
- Ability to prioritize.
- Knowledge of business best practices.

Allen Engineering Based in Paragould, Arkansas USA; Allen Engineering Corporation is family owned and our equipment is American made. Far from an impersonal assembly line, our hands-on approach assures a quality product from sheet metal and tubular steel to finished machine.

We offer competitive pay rates, benefits and a great work environment. This position is able to be remote.

Our Core Values:

Safety: Priority One // People: Our most valuable asset // Quality: Our most important attribute // Innovation: Our focus with our products and processes // Teamwork: The way we work and think // Customer/Contractor Focused: Our key driver // Honesty: The only way we do business.

