ERP System Analyst

Job Summary:

The purpose of this role is for effective implementation, configuration, maintenance, and optimization of our ERP system. This role provides critical support to production, inventory, procurement, finance, sales, and supply chain functions.

Essential Duties and Responsibilities:

- Strong knowledge of SQL and Database Security.
- Installation of ERP software updates in a timely manner.
- Troubleshoot issues with the ERP system and seek support as required.
- Provide support to end users including one-on-one support and group training.
- Maintain existing Crystal Reports and create new ones as needed.
- Monitor systems to respond proactively to problems before they arise.
- Develop and maintain processes and procedures for functions inside of SYSPRO as required. Provide training materials to end-users.
- Investigate and recommend add-on software to meet team requirements.
- Other duties as assigned.

Requirements:

- Excellent diagnostic and problem-solving skills.
- Knowledge of ERP systems.
- Knowledge of Crystal Reports and SQL Server.
- Excellent oral and written communication skills.
- Project management skills.
- Outstanding organizational and time-management skills.
- Ability to question and obtain all relevant information to make an informed decision with regards to software add-on recommendations.
- Advanced knowledge of Microsoft Excel including vbScript.
- Extensive knowledge of internet security and data management principles.
- Knowledge of Power BI is a plus.

Experience:

- Proven experience as an ERP System Analyst or relevant position (3-5 years).
- Bachelor's degree in computer and information technology required.
- Manufacturing experience is strongly preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.