ERP System Administrator

Job Summary:

The purpose of this role is to manage all aspects of the SYSPRO ERP system environment including management of the SQL Database.

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.
- Provide support to Level 1 and Level 2 technicians as needed.
- 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.
- Purchase necessary hardware/software as required with management approval.
- Other duties as assigned.

Requirements:

- Excellent diagnostic and problem-solving skills.
- Knowledge of Accounting and Accounting Principles.
- 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.
- Recommend hardware requirements to System Administrator as it relates to the ERP system and add-ons.
- Extensive knowledge of internet security and data management principles.

Experience:

- Proven experience as an ERP System Administrator or relevant position (3-5 years).
- Bachelor's degree in Computer and Information Technology or Accounting required.
- Manufacturing experience is strongly preferred.

Physical Requirements:

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