

ERP AND EDI SPECIALIST

Job Summary:

The position of ERP and EDI Specialist will be responsible for providing technical support for the ERP system, including configuration, testing, integration, reporting and security. Additionally, s/he will coordinate EDI testing and trading partner implementation initiatives for enhancements and extensions with EDI application interfaces and maps. Position also includes interaction to gather requirements, build solutions, resolve issues and coordinate testing and validation for an efficient use of our ERP and EDI systems. The scope of work in this capacity includes both projects with starting and ending dates as well as ongoing support with consistent standards and routine best practices.

Preference will be given to candidates with demonstrated experience with Microsoft Dynamics Navision and TrueCommerce EDI.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Ensure all production EDI are provided with 100% uptime per processing expectations.
- Instill confidence in all parties regarding company proficiency in its lines of business and EDI processing in alignment with SLA's and company/client expectations.
- Serve as liaison between internal departments, EDI Vendors, and Plan Administrators.
- Establish and follow a best practices methodology for the ERP environment.
- Improve business process efficiency through ERP System Business Intelligence development and Report Creation.
- Evaluate and recommend business process and technology-driven enhancement opportunities based on application system upgrades, releases and patches.
- Install updates –test and trouble shoot, train and deploy.
- Ensure sufficient backups are in place for existing processes to maintain stable operations through expected and unexpected changing environments.
- Maintain software by troubleshooting, fixing issues or placing service calls.
- Make recommendations and take action to improve existing product and processes.
- Communicate effectively with all personnel and co-workers to accomplish the above tasks.
- Troubleshoot and resolve any ERP and EDI related hardware, software, user access or other problems.

Required Skills/Abilities:

- General understanding of relational database structures.
- Understanding of project manager principles.
- Excellent communication and interpersonal skills.

Education and Experience:

- Degree in information technology, industrial engineering or engineering, business preferred.
- Minimum 4 years relevant work experience in ERP systems and EDI application interface development.
- Demonstrated experience with Microsoft Dynamics NAV (preferred): Data Conversion, Accounts Receivable, Accounts Payable, Cash and Bank Management, Inventory Management, Warehouse Management, General Ledger, Budgeting, Production Control.
- Experience with TrueCommerce EDI (preferred): familiar with EDI terminology, EDI formats, HIPAA file formats, FTP and file server directory structure.
- Experience in system designs and workflow, identifying solutions, multi-tasking and managing multiple types of support activities, successfully interacting with clients, problem-solving and initiating corrective project actions.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Employee is regularly required to talk and hear.
- Employee is frequently required to sit; stand; walk; use hands to finger; and reach with hands and arms.
- Must be able to lift up to 25 lbs.

Working Conditions:

- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. At times, will go out onto the production floor to consult with Shop Manager/employees.
- While performing the duties of this job, the employee is regularly exposed to a lab environment.
- The employee is frequently exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.

Job Type: Full-time

Ability to travel: 15%