

Job Title: ERP Administrator

Department: IT

Grade/FLSA: 9 / Exempt

Hourly Rate: \$39.00 - \$45.00 (commensurate with experience)

Overview:

Responsible for the administration, maintenance, documentation, and ongoing support of UE's ERP system, and for contributing to the planning, evaluation, and implementation of a future ERP platform that will support the long-term needs of the corporation.

General Qualifications:

To provide a vision of how the ERP system and related business applications can be applied to improve operations across the corporation.

Solid understanding, or a demonstrated willingness to quickly develop a solid understanding, of UE's ERP environment — including DataFlo and its underlying UniData database and UniBasic programming language.

Working knowledge of database concepts, business application support, and how ERP systems integrate with manufacturing, supply chain, and financial processes.

Ability to document, explain, and relate technical concepts to non-technical users throughout the organization in clear, layman's terms.

Demonstrated ability to manage technical projects, including system upgrades, migrations, and process improvement initiatives, to obtain cost-effective results.

General knowledge of UE products, markets, and manufacturing operations, or a willingness to learn them.

Demonstrated written, verbal, math, communications, interpersonal, and computer skills gained through a college degree in computer science, information systems, or a related technical field and 3 years' experience, or 5 years data management / information systems experience.

Curiosity, a strong aptitude for learning new and unfamiliar technologies — including legacy platforms — and the discipline to become productive in them quickly.

Willingness to work in a team based environment and a commitment to continuous learning and improvement.

Typical Responsibilities:

Administer, maintain, and support the ERP system, including user access, configuration, system health, troubleshooting, and resolution of end user issues.

Develop and apply working proficiency in UniData and UniBasic to support, modify, and troubleshoot the existing ERP platform.

Document ERP business processes, workflows, customizations, integrations, and data structures, and maintain a knowledge base of standard operating procedures, known issues, and resolutions.

Partner with leadership and cross-functional teams to plan, evaluate, and execute the migration to a future ERP platform, including requirements gathering, vendor evaluation, gap analysis, data migration, testing, training, and change management.

Troubleshoot specific technical questions and problems related to the ERP and associated business applications, solving them quickly and completely.

Research and identify opportunities for automation and process improvement company wide through better use of ERP and related systems.

Ensure the security and integrity of ERP systems and data.

Establish and maintain a technical library of publications, manuals, and documentation related to the ERP and supporting systems.

Maintain a safe and clean working environment by following company safety procedure.

Performs other duties as assigned.

Participate in Lean activities.