

TITLE: ERP Analyst

DEPARTMENT: IT

REPORTS TO: Supervisor, ERP

BENEFITS: Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

General Responsibilities:

The ERP Analyst will work closely with production support team members to ensure the ERP system can continue to support the growing demand of production. This position will be the first line of support for manufacturing to troubleshoot and resolve day-to-day operational issues.

Specific Duties:

- Utilizing excellent communication and interpersonal skills, collaborate with end users, subject matter experts (SMEs) and the ERP development team.
- Gather relevant information to support process improvements for the ERP system by utilizing ERP data structures, business process and ERP system core functionality.
- Train new production support employees on how to use the ERP system and conduct refresher training for employees as needed.
- Additional responsibilities include project tasks, workflow analysis, and technical communication and problem solving; as well as work with a team to test scenarios and scripts to ensure continuity with business processes.

Position Requirements:

- Associate's Degree in Business, Information Systems, or a Manufacturing-related program with at least two years of ERP experience OR a High School Diploma with at least four years of ERP experience
- Strong analytical skills
- Strong ability to translate requirements between end users and development team
- Ability to create requirements and training documents
- Ability to work independently or in a team environment

Preferred Requirements:

- Experience working with manufacturing processes
- Experience challenging processes
- Ability to quickly adapt to new processes and decisions
- Experience working with Infor Syteline / CSI

Work Environment:

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

To apply for this position, please complete an [employment application](#) and send to careers@gorbel.com.

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