

We are looking for an experienced ERP System Administrator who combines strong organizational skills, with solid prioritization and attention to detail abilities. This position will be responsible for managing the ERP system and generating business reports (Crystal Reports and Power BI). You must have sound judgment and strong reasoning skills, as well as good analytic and problem-solving abilities. It is also important that you display excellent verbal and written communication and interpersonal skills.

**Position Responsibilities:**

- Manage the day-to-day operational activities of the ERP System
- Develop reports in a variety of systems (Crystal Reports and Power BI)
- Monitor system performance and work with IT resources to resolve issues
- Work with operational leaders to create standardized reports including the content, look and delivery
- Merge common reports and rollout the new solution to all impacted users
- Managing improvement projects involving ERP functionality
- Coordinate with cross functional teams to identify and implement ERP enhancements
- Optimize data extraction from production systems to improve report performance as well as overall user experience
- Provide explanations on the data delivered to end users and work through discrepancies
- Actively participate in testing of new BI tools and related/underlying data feed
- Analyze the data returned, identify discrepancies and present final analyses
- Leverage and consolidate multiple disparate data sources to build a cohesive analysis with the goal being to work with a team to make business recommendations

**Required Skills and Experience:**

- Bachelor's Degree in Engineering, Science, or related field
- Minimum of 3+ years professional experience within ERP implementation
- Advanced knowledge of SQL, Crystal Reports, and Power BI
- Manufacturing experience is a plus
- Experience with IQMS is a plus
- Experience working in a similar industry, medical device or regulated environment preferred
- Demonstrated strong oral and written communications skills
- Ability to change approach or method to best fit the situation
- Ability to manage competing demands
- Ability to work collaboratively to develop possible solutions and provide guidance to others in analyzing and solving problems
- Able to use effective and clear expression when presenting ideas or information with verbal or non-verbal communication
- Possesses ability to think "outside the box." Comes up with new ideas and approaches not readily apparent or previously tried that enhance the organization's systems
- Provides disciplined thinking that is clear, rational, open-minded and informed by evidence
- Examines assumptions. Reflective thinking by applying, analyzing and synthesizing information

**Reporting to this position:** No direct reports



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**Physical demands and work environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing duties of the job, manual dexterity with hands, employee is regularly required to type, sit, stand; walk; use hands to finger, handle; reach with hands and arms; balance; stoop; talk and hear. Employee must have the ability to lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Work Environment:** The noise level in the work environment is usually minimal.

If you are interested in joining a growing organization with a vision for the future, please send us your resume. Please visit [www.neocoil.com](http://www.neocoil.com) for more information. Interested applicants should submit a resume and salary requirements to [liz.cieminski@neocoil.com](mailto:liz.cieminski@neocoil.com)

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