

Job Posting		
Job Title: ERP Analyst I - Operations	Business Unit: PlayCore	
Department/Group: Information Technology	Reports To: Corporate Director of Information Technology	
Location: Chattanooga	Travel Required: up to 75% of the time	
FLSA Status: Non-Exempt <input type="checkbox"/> Exempt <input checked="" type="checkbox"/>	Position Type: Full-time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	
HR Contact: Jim Pugh jpugh@playcore.com	Date Posted: 6/24/16	Posting Expires: Until Filled
To Apply: Email Resume, Cover Letter, and transcript		

Job Summary

The ERP Analyst I – Operations is a member of the I.T. Enterprise Resource Planning (ERP) implementation and support team. This position assists with the development and maintenance of the ERP program areas related to operations/MRP. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs.

Competencies

<input checked="" type="checkbox"/> Analytical Decision-Making	<input type="checkbox"/> Risk-Taking/Creative Thinking
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Teamwork & Relationship-Building
<input checked="" type="checkbox"/> Learning & Development	<input checked="" type="checkbox"/> Results Orientation
<input checked="" type="checkbox"/> Planning & Organizing	<input type="checkbox"/> EEO Accountability
<input checked="" type="checkbox"/> Professionalism & Integrity	<input type="checkbox"/> Strong Mathematical Skills
<input type="checkbox"/> Financial Management	<input type="checkbox"/> Other _____

Job Specifications

Essential Duties and Responsibilities

1. Promotes the Company's mission and values based culture through dedicated service and support of the operations/MRP areas of Microsoft Dynamics AX 2009/2012.
2. Working with PlayCore locations to implement Microsoft Dynamics AX 2012 R2
3. Carrying out prototyping plans, procedure documentation and communicating with the project manager
4. Defining AX enhancement requirements for reports and business processes/forms etc., that a developer can use for AX enhancements
5. Providing general guidance and preparation of reference material for end users
6. Preparing pre-design documentation and offering holistic solutions with requirements and recommendations
7. Testing enhancements for acceptance and accuracy
8. Identifying opportunities to improve the utilization of the solution, tightening the interfaces, and enhancing the acceptance of Dynamics AX
9. Responsibility to coach the end users on efficient use of the solution and provide 'tips and tricks'
10. Communicating issues and project tasks with appropriate personnel
11. Using provided methodologies to deliver successful projects
12. Providing employee support and training in the product information management, master planning, production control, inventory/warehouse management, and sales and marketing modules
13. Actively work with all involved to mitigate risks by maintaining a project plan
14. Other duties as assigned by Manager or Supervisor

Education and/or Experience

- Bachelor's degree in logistics, business administration, engineering or related field and 1-3 years relevant work experience
- 1-3 years of experience with Microsoft Dynamics AX 2009 or higher
- Strong Functional, Analytical, Presentation, Documentation, Training and Inter-personal skills
- Working knowledge of Microsoft Dynamics AX product information management, master planning, production control, inventory/warehouse management, and sales and marketing modules desired.

Computer Skills

To perform this job successfully, an individual must be proficient in Excel, Word, and PowerPoint software.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to effectively, and professionally, communicate through verbal and written means with employees of the organization.

Reasoning Ability

Must have the ability to define problems, collect data, establish facts, and draw valid conclusions.

Other Skills

A solid, working knowledge of Manufacturing/Supply Chain/Financial or CRM concepts such as forecasting, production, sales related financial concepts, MPS, MRP, shop floor control, Inventory, warehouse management and maintenance is required to perform this job.

The ability to work under limited supervision to complete assigned tasks and perform the essential duties and responsibilities expected of this position.

Must be able to manage time, prioritize and communicate commitments.

Working Conditions

Physical Demands

The physical demands 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.

While performing the duties of this job, the employee will frequently walk and sit; use hands and fingers, handle or feel; reach with hands and arms and talk or listen.

The employee will occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet, except in the manufacturing environment where PPE may be required.