

5 July 2023

Position: ERP Data Administrator

Departments: Operations

Job Description: Process Sensing Technologies (PST) is committed to deploying a single ERP system globally across all manufacturing and sales sites over the next two years. This will be a phased approach, each phase taking four to six months and deploying typically on three to four sites. To support this, PST is looking for a Data Administrator who, reporting to the ERP Project Manager, will be part of a close-knit team collaborating with colleagues both on site and in remote offices to provide both project and post project support.

Responsibilities

- Create part numbers on ERP system (QAD)
- Manage part number request process which involves requests from local and global sites
- Work alongside engineers and product managers to create Bills of Materials (BoM)
- Work with Data Subject Matter Expert (SME) on project implementation work
- Maintain data integrity by regularly reviewing data and cleansing when required

Requirements

- Experience of working with an ERP system; QAD would be advantageous
- Attention to detail ensuring consistent and accurate data entry is a must have
- Ability to work on a number of tasks simultaneously to agreed deadlines
- Must be comfortable communicating and challenging colleagues on data requirements
- Excellent organisational skills to ensure tasks at hand are completed in a timely manner
- Experience of using Word, Excel and Teams
- Be prepared to go that extra step when demands of project require it

If you are interested in the above position, please send your C.V to judih.page@processsensing.com