

Job Title	Infor Syteline Coordinator		
Department	Operations/IT		
Location	Muskegon		
Reports to	Jay VanderZwaag	<i>Title</i>	Vice President of Operations & Company Culture

Level/Grade	\$ _____ 90 day probation period	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> / week plus overtime as needed <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Hourly
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GENERAL DESCRIPTION

Job Summary: System/Data Administrator of the Infor Syteline ERP

Essential Duties and Responsibilities:

- Review, analyze, and evaluate information provided by ERP and shop floor data collection.
- Provide ERP program to necessary users and troubleshoot user issues related to ERP.
- Provide technical support and training of ERP.
- Training experience with groups of participants.
- Module expertise surrounding Operations, Sales, HR and Finance.
- Work to facilitate communication between functional areas to work toward defined goals and assist users with ERP processes and process documentation for their respective roles.
- Knowledge of business intelligence software for documenting, testing and business analysis within Syteline.
- Manage ERP licenses/usage data.
- Collaborate with other departments in continuous improvement strategies driven by decision grade data.
- Troubleshoot other computer-related issues within the company.
- Assist I.T. department when requested.

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WORK EXPERIENCE/SKILLS REQUIRED			
<ul style="list-style-type: none"> • Training experience with groups of participants. • Knowledge of Infor database structure in SQL. • Technical proficiency in database structure, data models, and analyzing data sets. • Experience with Microsoft Office Suite programs. • Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy. 			
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • Associates Degree in Computer Science, IT or Business Administration • Infor Syteline Certification a plus 			
REVIEWED BY	Dana Umlor	<i>Title</i>	HR
APPROVED BY	Jay VanderZwaag	<i>Title</i>	VP of Operations