



## **ERP/Business Application Administrator**

Jewett Cameron is looking for our next skilled ERP Business Application Administrator to join our exciting and growing team.

The ERP/Business Application Administrator is responsible for managing and supporting our business applications and computer systems, with a primary focus on our Aptean Apprise ERP, plus additional related applications. This role is also responsible for improving the efficiency of business processes through information systems.

A successful candidate must have a working knowledge of ERP administration with Aptean Apprise or similar ERP for order fulfillment/distribution. This position will require a well-rounded individual with a broad range of IT-related skills.

Founded in Oregon in 1953, the Jewett Cameron Company strives to develop and build premier products in fencing, pet home, and outdoor living. We are guided by our defining principles of crafted, stewardship and legacy. As such, we apply the same care in developing our products as we do investing in our people, our partnerships, our environment, and in the communities where we live, work and play.

### **Responsibilities in this Role**

- Administer and maintain ERP and related enterprise applications, including finance/accounting, order management/fulfillment/shipping, CRM, reporting/BI, document management
- Support and maintain software – install, configure, upgrade.
- Investigate and resolve system functional and technical issues. Troubleshoot systems and data, identify root causes, and implement processes, system improvements, or user training.
- Coordinate with vendor support; manage deployment of fixes and updates
- Maintain user setup, access, security
- Support users – identify challenges, develop solutions that meet business objectives, and provide training
- Reporting – create reports and queries
- EDI – support and troubleshoot current EDI connections, implement new customer connections
- Create and maintain documentation
- Define and implement interfaces and customizations where appropriate

- Analyze and identify best practices, issues, and opportunities for improvement in systems and business processes. Identify solutions, create standards and processes, and implement improvements.
- Manage and coordinate service delivery from external vendors for IT desktop/server/Windows/Office administration and telecom/phones.

### **Ideal Candidate Requirements/Qualifications**

- Degree in Information Technology/Systems or related field, or equivalent work experience
- 5+ years' experience in ERP system administration, programming, and reporting projects. Familiarity with order management, shipping/distribution, and accounting systems.
- Self-Starter with excellent problem-solving skills
- Database management, including SQL queries
- Report writing, using Crystal Reports, Power BI, or similar
- Microsoft Windows application installation/administration a plus
- Excellent written and oral communication skills
- Highly organized and detail oriented

### **Physical Requirements – Work Environment:**

- This role typically works in an office environment and uses a computer, telephone and other office equipment to perform duties.
- The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the work day.
- The role requires high mobility and interaction with others; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, carry or lift up to 30 pounds.

### **Jewett Cameron offers a competitive salary and a rich benefits package including:**

- Medical, Dental, FSA and Employer funded HRA
- Employer Sponsored Short-term Disability, Life and AD&D coverage
- Profit sharing and an exceptional 401k match
- A family-friendly team with generous and flexible PTO
- An environment dedicated to ongoing learning and professional development