



ERP Administrator

Job Code: QGMD/AD1001E

Application Deadline: 15 August 2022

Job Role

Responsibilities:

- Responsible for managing the ERP
- Responsible for addressing user issued and queries related to ERP
- Responsible for getting in touch with ERP vendor support team to solve the issues raised by users
- Responsible for creation of masters such as item, customer, supplier, BOM, etc. W.R.T ERP
- Work as Senior Consultant for ERP implementation in QGMD
- Implementation of new modules
- Resolving the issued reported by the users on daily basis
- Communicating with the vendor's support team for solving the issues raised by users and cannot be solved internally
- Communicating with the vendor's technical team for fulfilment of technical requirements or database, reports, or customization requirements in the system
- Oracle database backup on regular basis
- Creating new users and providing access in the ERP
- Periodic review of the users with HOD of each department
- Periodic review of customer and supplier master with the head of departments
- Responsible for maintaining ERP Database User Accounts including the Admin
- Accountable for ERP and its related activities including the database accounts

Experience/Education:

- Bachelor of Science in Information Technology