

## **SAP BUSINESS ONE ADMIN SUPPORT**

### **RESPONSIBILITIES**

- Own, manage, and support SAP production, development, and training systems.
- Build comprehensive BI dashboards and reports (with SQL/HANA queries, PowerBi, Excel Report and Interactive Analysis).
- Maintain and create forms on SAP Business One using Crystal Reports.
- Manage and support SAP plugins such as Boyum and Processforce.
- Provide SAP training and support for SAP users.
- Working closely with controller and finance team to ensure SAP is providing all necessary finance functions including AR, AP, invoicing, and financial reporting.
- Implement SAP modules and processes using best practices and project management skills.
- Working closely with logistics/purchasing to ensure inventory management and pricing in SAP is accurately working as expected.
- Managing and supporting 3rd party integrations with Microsoft PowerApps, Microsoft Flow & Microsoft PowerBi
- Work with Sales & Marketing team to define and provide new processes, solutions, and efficiencies within our ERP ecosystem.
- Supporting upgrade initiatives including testing, deployment, documenting, and end-user training.
- Monitor & troubleshoot backups and ETL processes.
- Share knowledge by contributing to internal and user-facing documentation of corporate systems
- Maintain the security, high availability, and data integrity of corporate IT applications and services.
- Support the patching and updates for all related systems and applications.
- Ordering and managing SAP licenses and renewing support agreements as needed.
- Must be able to travel to consult with other subsidiaries up to 50% at times and/or for a length of time.

### **QUALIFICATIONS**

- One Full life-cycle systems implementation / project management experience with SAP Business One, Netsuite, Microsoft Dynamics, Infor, S/4 HANA, SAP By Design, or other ERP solutions
- Bachelor's degree in Computer Science or Software Engineer or related field preferred
- 3+ years of experience managing/administering SAP Business One
- 3+ years of experience building complex queries across multiple databases.
- SAP HANA and/or MS SQL database understanding
- MS Excel, Word, PowerPoint expert





## SKILLS

- o Able to prioritize and execute tasks in a high-pressure environment.
- o Effective organizational and problem-solving skills.
- o Understanding of business processes including sales, purchasing, inventory, manufacturing, service, planning, costing and financial accounting.
- o Attention to detail
- o Excellent oral and written communication skills.
- o Strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals in a diverse community cross functionally.
- o Must be a professional, team-oriented player that is willing to work with the team or independently.
- o Self-motivated and directed.

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