

ERP Project Manager



Reports to: Director, Finance

Essential Duties/Responsibilities:

- Lead effort to improve as well as coordinate work processes & procedures related to ERP.
- Identify needs & required resources in an effort to architect new ERP workflows & procedures.
- Senior member in the Corporate ERP process development & implementation team.
- Coordinate with IT the scope of ERP data needs & control tools required for generating reports, API's & system setups.
- Identify ERP Project scopes, objectives and constraints.
- Develop, monitor and execute the project plans to deliver agreed-upon contract deliverables on time and on budget.
- Select, manage and motivate team resources - including work plan and performance management.
- Manage & execute multiple simultaneous tasks to ensure progression of an ERP Project. This includes training, resources & schedule management.
- Develop & manage training initiatives for ERP user community.
- Oversight documentation & authorization of ERP workflows, procedures & work instructions.
- Champion efforts to bring about positive process improvements and implement new systems in critical business functions.
- Identify and mitigate risks; drive out barriers to success, escalate as needed. Take the lead in identifying and resolving business processes for *critical* or *show-stopper* topics.
- Influence and gain the support of program team, key customers, key suppliers and management.

Qualifications:

- Requires proven experience leading large, complex ERP projects.
- Experience implementing with cross-functional global teams is a plus.
- Understanding of the key deliverables and processes for each functional area that may be involved in the project team.
- Excellent writing skills with a strong background in writing for top level executives.
- Must have excellent communication skills, strong business experience, and outstanding end-user interaction.
- Demonstrated project management skills including the ability to effectively utilize resources, personnel and budget allocations.
- Ability to judge necessity and logic of all proposed system changes within the area of responsibility.
- Ability to quickly learn and apply new processes, systems and technologies.
- Highly skilled in the use/implementation of ERP systems.
- Project experience must include the lead role managing large complex projects, including resource management, budget requirements and all deliverables.
- Exceptional leadership acumen must be demonstrated.

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- Demonstrated high competency in the execution of multiple simultaneous tasks especially managing ERP projects.
- Demonstrated competency in strategic thinking and proactively initiating assistance.
- Flexibility to adapt to frequent change and the ability to work well under time constraints and pressure.

Education and Experience:

- 4-year degree with experience in related discipline
- 3-5 years experience working in a manufacturing environment with
- At least 3 years experience in Project management of major software and application development projects and a track record of success coordinating and organizing large projects.
- Minimum of 5 years experience in **ERP** software system implementations.
- Experienced member of multidiscipline, high performance work teams/groups.

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