

Stylmark, Inc.

Open Position: Syteline Administrator

You haven't experienced a company like Stylmark before! We are an employee-owned leader in designing and manufacturing finished fixtures and full solutions, including aluminum and steel, LED lighting, displays, showcases, fitting rooms, shelving and more.

Our Opportunity:

The Syteline Administrator is responsible for the daily management and support of our Syteline ERP and related integrations (Doc-Trak, Shop-Trak, Pacejet and others). The Administrator proactively supports the deployment of our ERP across all Departments; partners with key users on identifying problems and developing solutions. Reviews and analyzes business operational procedures and processes, to identify areas for improved workflow or automation. Active participant with the Syteline User Group and works closely with VAR's.

Key Responsibilities

- A. Monitor ongoing successful daily operation of Syteline ERP and related integrations; ensure any issues are dealt with promptly.
- B. Critically evaluate information gathered from multiple sources, reconcile conflicts, and differentiate user requests from the underlying true needs.
- C. Proactively communicate and collaborate with internal customers to analyze information needs and functional requirements to create a clear and concise business requirements document.
- D. Investigate and identify root causes of errors. Re-engineer processes to ensure that customer needs are satisfied, and efficient processes are in place.
- E. Assess and analyze impact of proposed changes on workflow and on staff. Design and develop documentation to support changes
- F. Test applications to ensure business requirements and IT performance criteria are established and realized.
- G. Develop training documentation tailored to specific departments and user groups.
- H. Collaborate with subject matter experts (internal and external) to establish the technical vision and analyze tradeoffs between usability and performance needs.

Desired Education and Experience

Minimum of four-year college degree in Business Administration, Accounting, Information Services or technical related field. 5 – 10 years work experience in manufacturing industry operations and systems analysis.

Must have experience with:

- Enterprise Resource Planning (ERP) systems (Syteline release 9-10 preferred)
- Worked through a major ERP upgrade preferred, i.e. Syteline 9.x – 10.0
- Analytics and BI tools, MS SQL database queries
- Solid understanding of the manufacturing environment
- APICS certification preferred, CPIM or CIRM

Sound like you?

We are an entrepreneurial, family-like environment where everyone's ideas matter and add value. We have fun, collaborate and learn from each other.

Stylmark offers a strong total compensation package including:

- Market competitive salary
- Employee Stock Ownership Plan
- Medical
- Dental
- Paid Time Off
- Holiday Pay
- Short Term Disability
- Long Term Disability
- 401(k) / Roth with Employer Match
- Underground, free parking

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Job Type: Full-time, Exempt

Salary: \$70,000.00 - \$90,000.00 per year*

*Pay is dependent on skills and/or qualifications