

Job Details	Job Title	IT/ERP Assistant Manager	Department	Information Technology
	Exemption Status	Exempt	Report to	IT Manager
Job Objective	Assists with coordinating the planning, operation, maintenance, implementation of our organization's information technology infrastructure and enterprise resource planning (ERP) system.			
Location(s)	<p>We are a multi-division family business located in Easthampton, Massachusetts that engages in the manufacture and distribution of various products and serve different industries worldwide. This position will help serve the needs of all our companies:</p> <ol style="list-style-type: none"> Adhesive Applications specialize in the manufacturing and converting of pressure sensitive tapes: https://www.adhesiveapps.com/ MHXCO specialize in foam manufacturing: https://www.mhxco.com/ Chemetal specialize in the finishing and distribution of metal sheet goods and decorative laminates: https://www.chemetal.com/ October Company specialize in the manufacture of furniture products: https://www.octobercompany.com/ 			

Duties & Responsibilities	
<ul style="list-style-type: none"> Program, implement, and maintain an Enterprise Resource Planning (ERP) system that includes planning, training, testing, implementation, and delivery of any standard or customized modules, interfaces, conversions, or technical infrastructure. <ul style="list-style-type: none"> Recommend and implement improvements to the company ERP system to maximize functionalities. Clean up, maintain, and optimize ERP and CRM databases. Provide technical support, work with and train end-users to use the system more effectively and continually enhance the ERP user experience across the company. Implement our new e-commerce solution and work to effectively integrate it with our ERP & CRM systems. Look for areas/ processes to automate and go paperless using our ERP system and other integrated applications. Design, develop, implement, and manage an organization's information technology infrastructure, including computer application systems, computer and communication systems, network, and related systems; ensure security of data, network access and backup systems. <ul style="list-style-type: none"> Analyze existing infrastructure, perform IT system enhancements, and set up separate IT infrastructure for separate business divisions. Establishes and maintains information technology policies, procedures, and standards. Manage internal IT Support team and external IT support partner to enhance end-user's experience while protecting the company from various cybersecurity threats. Address the needs for ad-hoc data analysis, reporting, scheduled reports, BI to support day to day operations and promote a data-driven corporate culture. 	

Minimum Requirement	
Education Requirement	Bachelor's degree in information technology, computer science, or similar
Experience Requirement	<ul style="list-style-type: none"> At least two years of experience with ERP system development, implementation, or optimization. Advanced SQL knowledge required. Solid experience with SAP, Syspro or other ERP system strongly preferred. A background in business administration, accounting, or a related field will be advantageous.

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| | <ul style="list-style-type: none">• Critical thinker and problem-solving skills• Team player• Good time-management skills• Good interpersonal and communication skills |
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