



POSITION: ERP ADMINISTRATOR

SUMMARY: NEW Position! In response to Syteline 8.0 upgrade, the new role of **ERP Administrator** is the key point of contact to coordinate the inflow and outflow of tasks and responsibilities to support access, data integrity, reporting and recommend efficiencies for all internal stakeholders. This position is adaptable to a candidate who is comfortable working in a database and embraces technology. This role is supported with the direction and guidance of Management and Sr. Management teams.

COMPETENCIES:

- + Communication proficiency
- + Problem solving/analysis
- + Technical capacity
- + Collaboration skills

HOW YOU ADD VALUE:

- + Review and generate standard reporting to support all departments.
- + Ask relevant and key questions to extract info and validate understanding of requirements.
- + Support activities of continual improvement in PEKO Syteline ERP system.
- + Develop skills to provide training as a subject matter expert.
- + Participate in business meetings acting as required.
- + Ensure a checklist and process is adhered to for all user interfaces.
- + Conduct audits under direction of Management as required.
- + Complete technical training to strengthen financial and technical knowledge.
- + Attentive to quality standards and detail oriented.

KNOWLEDGE & SKILLS:

- + Proficient with Microsoft Excel.
- + Experience with Syteline a plus, but not required.

EXPERIENCE & EDUCATION:

- + 2-year degree and relevant experience or B.S. degree in Business related field or equivalent.
- + 1 to 3 years in manufacturing environment, preferred.

WORK AUTHORIZATION: *US Person*

PEKO PERKS:

OUR ADVANTAGEOUS BENEFIT PLATFORM

- + Competitive Compensation
- + Medical, Dental, Vision
- + Flexible Spending & Health Savings Accounts
- + Life, Short and Long-Term Disability
- + Recognition Awards

WE CARE ABOUT YOUR FUTURE

- + 401k Plan and match incentives
- + Financial Wellness advisory services
- + Educational Seminars
- + Employee Development Plans / Mentorships

WE CARE ABOUT YOUR LIFE OUTSIDE OF PEKO

- + Vacation, Bereavement & Civil responsibility compensation
- + Paid Holidays / Floating holiday
- + Wellness screenings and seminars
- + Employee Assistance Program
- + Employee Discount Programs

WE CARE ABOUT YOUR SAFETY AND THE ENVIRONMENT

- + Lean, Sustainable and Environmentally friendly environment
- + Safety and Violence Preparedness Instruction
- + On-site physician / medical response team
- + Mutual Respect and Violence Prevention Training

PEKO IS A PREFERRED PLACE TO WORK

- + PEKO's reputation as a stable diversified contract manufacturer for over 50 years
- + Environmentally and sustainably conscious
- + A mid-sized company so we know your name and recognize your achievements
- + Multi-generational and culturally diverse workforce
- + Community involvement and corporate sponsorships
- + Life-long learning and educational opportunities
- + A balance of a tenured workforce and new talent

ABOUT OUR COMPANY: PEKO Precision Products, Inc. participates in a full range of manufacturing aspects from innovative technology solutions to electro-mechanical product manufacture, including vertically integrated contract manufacturing. These activities take place in our expansive quarter million total square feet of modern climate-controlled manufacturing floor space, and supported through highly skilled engineers, trades people and a commitment to investing in the latest industrial equipment and technologic tools.

CANDIDATES MAY APPLY BY: Responding to this posting OR visiting www.pekoprecision.com/careers

PEKO Precision Products, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.