

# ESL Power Systems Inc.

## Job Description

### Information Technology

**Job Title:** ERP Project Manager  
**Department:** Information Technology  
**Reports To:** CFO

**FLSA Status:** Exempt

#### **SUMMARY:**

Responsible for the development, planning and implementation of the Enterprise Resource Planning (ERP) system. Evaluate and recommend changes to current and future ERP system requirements to meet organizational needs. Also responsible for the maintenance and ongoing performance of the system once it is implemented with a focus on continuously improving the system and our process to gain maximum use and efficiency of the ERP.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure project is delivered on-time, within scope and within budget.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Identify project milestones, critical success factors, risks and resource requirements.
- Ensure resource availability and allocation, working closely with resource managers.
- Develop a detailed project plan to deliver the project and track progress.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Measure and track project performance using available tools and techniques in compliance with key performance indicators (KPI).
- Coordinate with business process owners to prioritize and plan system functionality requirements, options for deployment and scope.
- Report progress, risks, challenges and engage management as needed.
- Manage the relationships with the vendor, partner and all stakeholders.
- Perform risk management regularly to minimize impact on the project.
- Create, maintain and communicate comprehensive project documentation.
- Manage budget and use change process as needed.
- Evaluate and recommend changes to current and future ERP system requirements to meet organizational needs.
- Lead the implementation of new organizational processes aligned with ERP configuration.
- Abide by all rules and regulations as set forth in the employee handbook.

- Perform other duties/tasks as assigned.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must be excellent verbal and written communicator
- Strong project management skills
- Strong business process expertise
- Outstanding presentation skills, with the ability to present complex ideas in a clear and concise manner
- Must be a self-starter and highly motivated
- Proven leadership and ability to influence, remain calm and maintain focus on sustainable results within the team
- Attention to detail and ability to work with tight deadlines
- Results-oriented
- Dynamic, ability to work in a changing environment

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree in computer science, project management or equivalent
- Managing, supporting, and developing ERP implementations (Epicor Kinetic preferred)
- Minimum of 5 years of experience managing projects

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will:

- Sit for long periods of time.
- See well enough to read/compose reports and use the computer.
- Hear well enough to communicate with co-workers.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to normal office working conditions. The noise level in the work environment is usually moderate.

Tensions and pressures may arise in meeting deadlines and goals. Eyestrain may occur as a result of continuous computer use.

**I have read this job description and have been allowed to ask and have received answers to any questions I had regarding the description. I fully understand this description and understand that my employer in its sole discretion may revise it from time to time. I represent to my employer that I am fully qualified to perform the position described and can, with or without reasonable accommodations, perform the essential functions of my position.**

**Please list any accommodations that would be necessary to enable you to perform the essential functions of the position: \_\_\_\_\_**

**I understand that any misrepresentation, falsification or material omission of information in this certification or my employment application may result in denial of employment or, if I am hired, my immediate dismissal from employment. I understand that this document does not represent a contract for employment. This document does not limit the company's or my rights to At-Will Employment.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager Signature**

\_\_\_\_\_  
**Date**