

ERP Systems Administrator

Your New Challenge in Manufacturing Technology?

- Are you looking for an entrepreneurial organization where you can make a significant impact? We are in need of an enterprising system administrator with Microsoft Dynamics/Navision (Business Central) experience.
- Are you a detailed, user-focused expert in manufacturing ERP systems?
Do you have a high-energy level and the motivation to make things happen and deliver results?
- We are a small team in need of an IT systems expert. We are financially stable and supported by the resources of a medium-sized multinational parent company.
- Our manufacturing location is Corona, CA.

Key Responsibilities

Configuring all aspects of Microsoft Dynamics/Navision (Business Central) ERP. Configuring and maintaining administrative tasks such as user management and training. Create custom reports in MS SQL or other reporting platforms like Jet and BI to help support business process. Manage third party vendor integration around shipping, scanning, EDI, banking, and other operational extensions that hook/connect into Business Central. Assist end-users with general IT related requests as needed. Technical responsibilities include multi-tiered application support, design, develop, test and monitor plans for a secure Dynamics implementation.

Our Team

You will assist ERP activities of production and support staff, plus external resources. You will report to the technology manager and operate with considerable independence.

You Should Bring

Strong project management skills. A desire to work with people and work effectively as part of a team. Dedication to consistently conduct yourself in a manner consistent with the company culture. We value people who focus on our customers, empower the team, deliver results, deal honestly and openly, take action, and exhibit uncompromising moral character and ethics. Proven system administration abilities with Microsoft ERP systems. Proven software development abilities and report writing skills. Strong analytical and technical skills. Must be highly organized and detail-oriented. Excellent verbal and written communication skills. Technical aptitude to support general end-user questions about computer usage.

We Need Your Experience to Include

Four-year college degree (B.S.). BS Information Technology or Computer Science is a plus. Extensive experience in a manufacturing environment using Microsoft Dynamics 365/Navision (Business Central). **Technical expertise** in one or more IT related fields including networking, EDI administration, software applications. Experience with other **MS technologies** a plus.

You Should Know How to

Deliver results; be data and metrics driven. **Cooperate with teammates** throughout the organization, influence others, and gain the support needed to make improvements and move in a positive direction. **Innovate** and implement change. **Prioritize** high-value tasks and focus when results are significant to the team's success. **Communicate**, present, and persuade upper management.

Your Personal Attributes Should Include

- Drive and dedication to succeed while maintaining integrity.
- Proven social skills.
- Excellent organizational skills.

Benefits

We offer a variety of benefits and perks for employees and their families, with the freedom to choose the plans that best fit their everyday life. You will enjoy: Paid Time Off; Medical, Dental and Vision Insurance; Flexible Spending Account; 401(k) Retirement Plan; Vested Profit Sharing; Supplemental Life Insurance; Professional Growth and Development Opportunities.

MCP Services is an equal opportunity employer. We recognize the value of diversity and do not discriminate on the basis of any characteristic protected by state or federal law.