

ATTACHMENT A: JOB DESCRIPTION

SAP & EDI Specialist

Job Summary:

The **SAP & EDI Specialist** is responsible for development, coordination, implementation and management of all EDI and SAP related activities. You will be responsible for analyzing and designing processes to support the business.

Job Responsibilities:

- Designing and implementing SAP B1 and EDI activities.
- Leading EDI integrations and system upgrades as required.
- Document EDI end-to-end process.
- Continually look for opportunities to improve business efficiency,
- Monitor daily EDI & SAP operations and performance.
- Troubleshoot systems and track and resolve SAP & EDI issues through the maintenance of transactions and/or master data.
- Handle incident management and change management through internal processes.
- Experience in software development testing (UNIT, UAT, Regression) and maintain the Test documents.
- Ability to work independently monitoring own workload and deadlines.
- Good knowledge of at least one EDI standard.

Requirements:

- Must have at least 5 years of experience with both EDI & SAP B1
- Bachelor's degree in computer science preferred
- Strong communication skills
- Very detail orientated, ability to trouble shoot quickly and efficiently
- Positive attitude
- Ability to think creatively and innovatively.
- Previous experience with SPS, True Commerce a plus
- Strong interpersonal skills and ability to work with a wide range of cross-functional teams.
- Be flexible with excellent time management skills including the ability to manage multiple priorities to meet established timelines.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Print Name

Signature

Date