

**Job Description**  
**ERP Application Administrator**

Type of Job – Full Time – Salaried/Exempt  
Location – Remote – Charlotte, NC

**Job Summary**

The Application Administrator is part of the Business Systems team dedicated to monitoring Nanotech’s technical solutions to support business operations. This position is responsible for our ERP application and supporting technologies. The Application Administrator will work with all levels of the organization to provide business process and application support. Other responsibilities include analyzing business needs as well as delivering solutions to improve business processes. This position can be remote.

**Core Responsibilities**

- Subject matter expert with thorough knowledge of the Visual Infor ERP application.
- Performs day-to-day operations, maintenance, and support functions for Visual Infor.
- Leads projects effectively and efficiently.
- Responsible for setting up, configuring, and maintaining users and profiles to ensure data within the application is protected.
- Acts as the primary ERP resource with responsibility for continued deployment, adoption, training, and system administration, including third party integrations.
- Handles management and design of custom record types, fields, forms, roles and permissions, page layouts, searches, reports, and overall data model.
- Handles management of macros, workflows, and alerts to support improved user experience.
- Maintains knowledge of latest product releases and road maps, to determine which functions can be implemented in the business.
- Responsible for testing releases, determining, and communicating system impact/changes.
- Architects, designs, builds, and delivers solutions for optimizing the usability and functionality of ERP systems, including customization and configuration.
- Gathers user/process information, creates functional requirements/business process flows, to implement capabilities in the ERP System and drives user adoption.
- Performs Business Process Analysis for identifying organizational requirements, scoping level of effort and business case development for spend justification.
- Creates documentation for the application and business processes, including but not limited to end-user guides.
- Responsible for training employees on how to use the ERP Systems.
- Manages and resolves support issues for the ERP system ranging from end-user application questions to technical problem resolution.
- Travels up to 10% of the time.
- Ensures safe work practices are followed.
- Complies with safety regulations.
- Performs other duties as assigned by management.

### **Education and Experience**

- Bachelor's degree in Information Systems, Business Administration, Accounting, or related field preferred.
- Minimum of 8 years of Visual Infor ERP experience required.
- Minimum of 4 years of Visual Infor ERP systems administrator experience required.
- Minimum of 2 years Visual Shopfloor Mobile experience required.
- Experience with third party applications desired:
  - QBuild CADLink
  - QBuild ECx Manager
  - QBuild MBOM
  - SourceDay
  - Synergy Shipper Connect
  - Synergy BOM Xploder
  - Synergy SmartView

### **Competencies**

- Excellent interpersonal skills (written and verbal communication, ability to articulate ideas and concepts, capable of positive influence and ability to work alone or as part of a team).
- Utilize strong verbal and written skills to communicate effectively with technical and non-technical partners at various levels.
- Self-motivated leader who can motivate team members in the acceptance of new processes and technologies.
- Excellent organizational skills, with strong attention to detail.
- Maintain professionalism with all colleagues, visitors, and guests.

To apply for this position, please send your resume to: [careers@nanotechsys.com](mailto:careers@nanotechsys.com)