

**Position Profile:**

The ERP Engineer is responsible for planning, designing, implementing, performance and supporting of the ERP technologies used at Curio Brands. Under general direction, maintains the integrity of ERP systems. This role participates in and leads projects to gather user requirements, design, configure, test, and implement business innovations for the ERP technologies. The ERP Engineer provides support to Curio staff and trains and elevates the ERP literacy of all staff.

**Work Responsibilities:**

## Systems Support

- Responsible for the design, installation, maintenance, configuration, and integrity of ERP systems used within the company (If it has a power cord, we are involved).
- Understands and own the technology footprint. Focuses on improving performance of ERP systems. Recommends and implements strategies to improve systems reliability and performance for the company.
- Independently designs and develops task automations to improve processing efficiency, repeatability, and quality.
- Creates workflows or systems to enhance our employee or company efficiencies.

## ERP System Maintenance

- Maintains and provides user support to the ERP system.
- Monitors and resolves system performance issues. Creates queries to respond to user requests for planning and shipping data.
- Performs data conversions to ERP as needed.
- Performs routine system maintenance, backups, and year-end procedures.
- Assesses relevance of new ERP software versions, service packs, and patches, and apply as necessary, once appropriately tested.

## Data Warehouse Support

- Designs and implements data replication systems to move ERP data to the Data Warehouse
- Responsible for data validation in the Data Warehouse
- Creates and maintains data dictionary

## Staff Training

- Designs and implements training programs on ERP use.
- Identifies needs for and conducts demonstrations of ERP processes.
- Trains employees on technology use as needed.

## IT Resource Documentation

- Creates and maintains department procedures.
- Creates and maintains department journals for tracking problems and solutions.

**General Responsibilities:**

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend or after-hours work, as approved by your manager.

Performs other work as assigned.

**Minimum Qualifications**

- Bachelor's degree in information technology or equivalent field, years of experience may substitute for the degree requirement
- Five years' experience in a role directly supporting Microsoft SQL and ERP system.

**Computer and/or software qualifications:**

- Mastery level of proficiency of the T-SQL query language
- Intermediate level of proficiency in Microsoft SQL
- Knowledge of client-server and Internet systems architectures.

**Core Competencies:**

- Understands the benefits of the various design methodologies and object-oriented environments.
- Proven ability to turn ideas and concepts into well-designed code, including requirements gathering and creation of technical specifications.
- Understands complex database concepts as well as the implications of different database designs.
- Familiarity with unit testing practices.
- Excellent project management and planning skills.
- Skill in working independently and following through on assignments with minimal direction.
- A meticulous eye for detail.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendor and other partners.
- Ability to communicate technical information to non-technical users.
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs.
- Ability to exercise a high degree of discretion and independent judgment.
- Ability to handle difficult and stressful situations with professional composure.
- Ability to maintain a friendly presence and helpful attitude.
- Ability to work effectively within a cross locational team environment
- Ability to process, maintain and protect company confidential/proprietary information

**Preferred Qualifications:**

- Infor Syteline 9 and 10 experience

**Travel Requirement:** up to 5%

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur