



Job Description: Business Systems Specialist

Department: Systems

Reports to: Vice President of Finance & Administration

Direct reports: N/A

Position Overview

The purpose of this position is to support improvement efforts regarding business systems across the organization.

Position Responsibilities / Essential Functions

- Safety is everyone's responsibility
- Engineering Change Orders (ECO) – Manage all aspects of the ECO process
- Bill of Materials (BOMs) – Manage all aspects of creating and maintaining BOMs
- Identify areas for improvement and work with related departments to accomplish goals
- Analyze data to determine costs and resource benefits to prioritize system improvements
- Write requirements for new systems
- Assist in implementing new processes and monitor their effectiveness
- Manage system requests through SmartSheet
- Support the organization needed in various functions

Minimum Qualifications / Skills

- Aptitude for communicating and adapting your style (interpersonal skills) to work with many different personalities
- Comfortable working in a team environment
- Ability to work independently and be self-directed
- Proficient use of MS office products including: Excel, Word, and Outlook
- Capable of handling multiple projects and tasks

Highly Desirable

- General Knowledge of manufacturing and injection molding
- An Associate's degree in business or work related equivalent
- Working knowledge of Crystal Reports, SmartSheet and IQMS

Additional Requirements

- You are not expected to respond to emails after hours. If an emergency arises, and you are asked to respond, you will be compensated
- 90% office environment, 10% normal manufacturing conditions requiring safety observation at all times
- Flexibility to work outside regular business hours to accomplish tasks
- All employees are responsible for product identification
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions



Signatures below constitute understanding of the requirements, essential functions and duties of the position.

Manager/Supervisor Signature

Date

Human Resources Signature

Date

Employee Signature

Date

Employee Name (please print)