



Surfacing Change

ERP ADMINISTRATOR

MCCOOK, IL – CORPORATE HEADQUARTERS

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more.

Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

Primary Function:

- The ERP Administrator will troubleshoot issues and provides general support and administration of the Macola 10 ERP system and all production related applications to all departments of the organization.
- This position will work closely with the Senior Business Analyst when launching new features and functions of the company's enterprise level systems.

Essential Job Functions:

- Provide Macola 10 and supporting application support for end user requests
- Perform day-to-day administration of ERP system, including new user creation and security administration
- Troubleshoot and quickly resolve issues with ERP system and integration elements as they arise
- Communicate between departments to understand their business processes; customize and configure systems accordingly
- Develop custom scripts, forms, reports, dashboards, workflows and KPIs
- Integrate the ERP with other internal and external applications
- Document, maintain, and update system-level customizations and training materials
- Provide assistance with ERP and system training to individuals and user groups within the company
- Provide advanced reporting and searching assistance
- Manage multiple concurrent projects or requests while collaborating and coordinating with teammates

Position Requirements:

- Bachelor's degree in Computer Science or related field, or equivalent experience
- Experience working with ERP systems in similar roles
- Knowledge of Visual Basic, HTML, SQL database administration, or web services
- Meaningful experience with Macola 10, WiSys, Agility, Pulse or Synergy is a huge plus
- Strong interpersonal, communication, and organizational skills
- Ability to solve complex problems through research and analysis
- Eagerness to learn new and varied technologies and business processes on the job



- Ability to work independently with minimal direction

We do not offer relocation

EEO Employer

All post-offer candidates will be subject to the successful completion and passing of a pre-employment background check and drug screen before they can begin employment.

We use E-Verify