

ERP Systems Analyst

Zepher, Inc is an innovative and rapidly growing contract manufacturing company located in the Columbia River Gorge that provides cutting edge technical products to aerospace, military and commercial customers. We have invested in new facilities, state of the art equipment, and highly qualified, motivated people to expand our manufacturing capabilities and better meet our customer's needs for high quality products, produced under tight timelines. We are currently seeking an ERP Systems Analyst to contribute to the overall success of the company by overseeing the installation, configuration, ongoing improvement and support of core business application software used to execute complex technical manufacturing projects. The ERP Systems Analyst will play a critical role in executing Zepher's mission to deliver high quality products, on time and on budget, as the company continues to build capacity and expand its customer base. Successful candidates for this position will be driven by tackling complex, unstructured challenges, and enthusiastic about working on a collaborative, solutions oriented team. This is an excellent opportunity to join our successful, growing company. Zepher offers a great work environment that supports innovation and team development, and is committed to continuous improvement, personal integrity and outstanding customer service.

Essential Job Functions: Under the direction of the Director of Finance the ERP Systems Analyst will:

- Consult with stake holders to determine the role and function of business systems at Zepher.
- Oversee the installation and configuration of ERP systems to customize them for the organization.
- Provide support and liaison with software vendors and/or service providers.
- Devise ways to add new functionality to existing computer systems.
- Analyze costs and benefits so that management can decide if information systems projects, upgrades or improvements are financially worthwhile.
- Research emerging technologies to decide if installing them can increase the organization's efficiency and effectiveness.
- Design and develop new systems by choosing and configuring hardware and software.
- Conduct testing to ensure that the systems work as expected.
- Train the system's end users and write instruction manuals.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations.
- Follow processes to ensure compliance with company policies/procedures, and continual process improvement.
- Complete training on relevant quality procedures and understand his/her contribution to the achievement of company quality objectives.
- Other duties as assigned.

Key Applicant Attributes:

- **Technical Expertise**-Possess strong understanding of ERP systems implementation and maintenance, particularly in aerospace manufacturing industry.
- **Problem Solving and Decision Making**-Ability to identify problems, compile information to solve them, act decisively and show good judgment.
- **Organizing and Planning**- Possess strong organizing and planning skills, manage time, effectively prioritize multiple tasks to maximize efficiency and productivity.
- **High Standards**- Ability to establish and maintain standards and attention to detail that guarantee quality and continuous improvement.
- **Initiative**- Ability to be proactive, see what needs to be done, and make things happen; take personal responsibility to act.
- **Effective Communication**-Ability to clearly articulate information through conversation, phone calls, email, written reports and other documents.

- **Team Player**- Ability to understand their role within the larger company structure and effectively communicate and collaborate with other members of the organization.
- **Results Orientation**-Ability to maintain focus on short and long-term goals, value outcomes and produce results.
- **Learning Agility**-Ability to learn quickly and use new information effectively.

Qualifications:

- Bachelor's degree in Business Administration, Computer Science, Engineering or related field preferred.
- 3 or more years of IT application development, business process analysis and/or project management experience.
- Knowledge of IT System Development Lifecycle methods.
- Knowledge of relational databases and development techniques.
- Knowledge and experience in manufacturing/aerospace industry.
- Proficiency with Microsoft Office and other office software programs needed to effectively create, organize and maintain large amounts of data, records, files and performance metrics.
- Advanced interpersonal skills, along with the ability to communicate effectively and maintain credibility with customers, suppliers, and across all levels in the business.
- Superior problem solving and analytical skills; demonstrated passion for solving problems and operational excellence.
- Strong writing, organizational and verbal communication skills.
- Physical activities can include standing, walking, lifting, pushing or carrying heavy objects, sitting for long periods of time, keyboarding, computer and desk work.

To apply for this position please submit your resume and cover letter to hr@zepherinc.com. Please format all responses in Microsoft Word.

Thank you for your consideration and application.

- Location: Bingen, WA
- Compensation: DOE. Zepher offers competitive wages and generous employee benefits.
- Zepher, Inc. is an equal opportunity employer. All qualified applicants will be given equal consideration regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy, genetic information, veteran status, or any other category protected by law.
- Principals only. Recruiters please don't contact this job poster.
- Please, no phone calls about this job.
- Please do not contact job poster about other services, products or commercial interests.