

ERP ADMINISTRATOR



We at **Rieckermann Malaysia** are on an exciting journey of growth and are looking for a motivated **ERP Administrator** join our team to help us achieve our vision to become “your first choice industrial solution provider”. At Rieckermann, our employees are our most precious asset. We embrace the values Quality, Commitment and Trust, which our colleagues and customers can appreciate in their Rieckermann experience. We welcome ideas and innovative processes that can help us drive our organization further, and encourage learning and growth for your continuous professional development.

We look forward to having you in the Rieckermann family!

KEY DUTIES

- Assist to coordinate and deliver business project objectives, alignment, and close collaboration with project manager
- Assist in project update, progress report, resources, timeline, financial and cost tracking
- Assisting in risk mitigation, trouble shooting and solving issues
- Assists in scheduling meetings and setting agendas for project meetings
- Updating assigned project reports
- Quality assurance, for example through collating data, auditing, or compliance checks
- Helping to ensure system users comply with trained process and workflows
- Ensuring proper documentations for each task, process, system configurations or customization
- Assist in “As Is To Be” documentation, propose solutions, system configuration, verification, training, migration and Go Live. End to end project management
- Internal and external stakeholder management and communication
- Regular system administration activities
- Assists in conducting training to stakeholder

KEY REQUIREMENTS

- Degree in Computer Science, Information Technology, or Information System
- Min. 2 years, work experience in an equivalent position
- Hands-on experience in software development and implementation
- Experience in ERP support, preferably Microsoft Dynamics NAV, Business Central and BI Reporting
- Excellent written and verbal English skills
- Readiness to travel locally and overseas
- Excellent interpersonal, communication and presentation skills
- Effective planning, analytical and implementation skills
- Goal-oriented, dynamic, and high sense of responsibility
- Able to work well under pressure
- Able to work self-reliantly
- Professional appearance and demeanor

Rieckermann is a privately-owned group of companies providing international industrial solutions. We have more than 750 employees at 25 offices in 18 countries spanning Europe, Asia and the Middle East. We have been in business since 1892 and have established ourselves as a leading provider in our core markets and industries. Our service portfolio covers the entire value chain and scope of industrial plant development in various industry sectors: from single unit machines and equipment to complete production lines. We deliver high quality, tailor-made solutions in engineering operations, process technologies and technical services. For more information, please visit **www.rieckermann.com**

If you would like to grow with us, please apply by sending your resume to Ms. Susie Choong at **susie.c@rieckermann.com**

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Disclaimer: Your information will be used solely for your job application. By sending your CV to us, you agree that your personal data shall be processed by us for the abovementioned purpose. In the event that you wish to remove your personal particulars from our system in the future, please email us via the abovementioned email address.



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