

ERP / EMS Specialist*

Cambridge English For Life Sdn Bhd (HQ)

Job Description:-

1. Determine the user requirements for an Enterprise Resource Planning (ERP) system through a thorough examination of business processes and consultations.
2. Evaluate and select practical and cost-effective vendor ERP solutions which will be suitable for a franchise education business environment
3. Conduct gap-analysis between candidate vendor ERP systems and company requirements
4. Evaluate the current infrastructure and making improvements to IT systems.
5. Create tailored software programs and scripts while also setting up and customizing ERP applications.
6. Design user-friendly features and interfaces for ease of use.
7. Work with the ERP vendor and end-users to ensure seamless integration with existing IT systems.
8. Conduct diagnostic tests and resolving any issues to enhance system performance.
9. Provide technical support and training to ERP end-users.
10. Keep records of progress in development and documenting the ERP processes.
11. Adhere to company policies and industry regulations during ERP implementation.
12. Stay updated on the latest upgrades and offerings in the world of ERP systems.

Job Requirements:-

- A preference for candidates with a bachelor's degree in information technology, finance, computer science, or a related field.
- Certification in business process integration is desirable.
- A background in a franchise business / education sector will be an advantage
- Candidates should have a minimum of two years of experience as an ERP specialist in a related industry.
- A background in finance, business administration, project management, or a related field would be advantageous.
- Good knowledge of ERP development tools, coding languages, and business processes is required.
- Strong organizational and time management abilities are essential.
- Good interpersonal, collaboration, documentation and communication skills are necessary.
- Good analytical and problem-solving capabilities are expected.

**Enterprise Resource Planning / Education Management System*

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