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System Administrator

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Company: Worldwide Recruiter

Location: Bogotá

Category: computer-and-mathematical

We are looking for a System Administrator. Compensation: USD30K - 36K/year. Location: Remote (anywhere). Skills: Expert in NetSuite. Responsibilities and more: Managing Daily Administration, integration, and maintenance operations of NetSuite and related systems:

1. Own change management processes related to changes, including the communication.
2. Work closely with teams to translate business requirements into system specifications and configure application modules accordingly.
3. Create, maintain, and update comprehensive documentation that includes configurations, business processes, how-to guides, and known issues.
4. Collaborate with the IT Operations team to resolve reported issues promptly.
5. Create and implement SOPs for system use, including transactions.
6. Train employees on systems functions and workflow.
7. Manage multiple projects simultaneously.

Developing, Implementing, and maintaining Internal tools as requested by various stakeholders that include:

1. Collaboration with business stakeholders to elicit, analyze, and document detailed business requirements related to Supply Chain, MRP, finance & accounting applications' functionalities.
2. Support the implementation and rollout of application modules, ensuring alignment with business processes and requirements.
3. Develop, document, and deliver training sessions to end-users on application functionalities, emphasizing best practices and efficient use.

Technical Process Management including:

1. Collaborate with the IT Operations team to resolve reported issues promptly.
2. Develop new workflows for increased efficiency.
3. Assist with Data migrations & Data transformation between systems.
4. Development of Automation processes with different team applications.
5. Develop and create customized reports and dashboards for users at all levels of the organization.

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