



6 - 1249 Clarence Ave. Winnipeg, MB R3T 1T4 Canada

Smartrend Manufacturing Group
smgrp.com
info@smgrp.com
p: 866.489.7237

First Light Safety Products
firstlightsafety.com
info@firstlightsafety.com
p: 866.216.2605

ERP SYSTEMS ADMINISTRATOR

WHO WE ARE

As one of Manitoba's fastest growing companies, Smartrend Manufacturing Group (SMG), Inc. through our various divisions, is increasing safety in the school bus industry and reducing emissions in the electric vehicle charge systems arena. We work on exciting, patented, innovative technology that impacts our environment. What has remained constant throughout this compelling history of growth is our dedication to our customers, our team members, and to the values on which we built SMG:

- **People** – our team is what makes us special
- **Passion** – from our hearts and minds, demonstrated through our actions
- **Priority** – we put the customer first, everyday, in everything we do
- **Partnership** – with each other, our customers, and our suppliers

We offer a competitive benefits package in an environment that is supportive, respectful, and fun! Join an innovative, growing, and diverse organization where your voice matters.

THE POSITION

The **ERP Systems Administrator** is a technically skilled, detail-oriented professional responsible for managing, maintaining, and optimizing the company's Enterprise Resource Planning (ERP) systems. The successful candidate will play a critical role in ensuring that the ERP system runs smoothly, supports business processes, and meets the needs of various departments. This role involves troubleshooting, system upgrades, user training, and ongoing system enhancements to support business growth.

HOW YOU WILL BE MAKING AN IMPACT

- ✓ Manage and maintain the ERP system, ensuring it operates efficiently and effectively to meet the organization's needs.
- ✓ Perform regular system audits to ensure data integrity, security, and compliance with company policies.
- ✓ Troubleshoot and resolve ERP-related issues, providing timely and effective support to end users.
- ✓ Collaborate with various departments to understand their ERP needs and customize the system to optimize business processes.
- ✓ Oversee system upgrades, patches, and new module implementations, ensuring minimal disruption to business operations.
- ✓ Develop and maintain detailed documentation, including system configurations, processes, and user guides.
- ✓ Provide training and ongoing support to ERP users, ensuring they can utilize the system effectively.
- ✓ Monitor system performance and implement necessary improvements to enhance

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- ✓ efficiency and reduce downtime.
- ✓ Manage user access controls, roles, and permissions to maintain system security and compliance.
- ✓ Conduct regular system backups and ensure disaster recovery plans are in place and effective.
- ✓ Participate in the planning and execution of ERP system projects, including new implementations, integrations, and upgrades.
- ✓ Work closely with external vendors and consultants to resolve complex issues and implement system enhancements.
- ✓ Analyze and report on system performance metrics to management, recommending improvements as needed.
- ✓ Stay updated on industry trends, emerging technologies, and best practices related to ERP systems.
- ✓ Assist with the integration of third-party applications and tools with the ERP system to enhance functionality.

WHAT SKILLS AND EXPERIENCE YOU REQUIRE

- ✓ Education: Bachelor's Degree in Information Technology, Computer Science, or a related field.
- ✓ Minimum 3-5 years of experience in ERP systems administration, preferably with experience in specific ERP software used by the company (e.g., SAP, Oracle, Microsoft Dynamics).
- ✓ Strong understanding of business processes and how they integrate with ERP systems.
- ✓ Proficiency in SQL and database management.
- ✓ Experience with system customization, configuration, and upgrades.
- ✓ Strong problem-solving skills with the ability to troubleshoot complex technical issues.
- ✓ Excellent communication and interpersonal skills, with the ability to work effectively with cross-functional teams.
- ✓ Strong project management skills, with the ability to manage multiple tasks and priorities simultaneously.
- ✓ Familiarity with ERP security practices and user access management.
- ✓ High attention to detail and a commitment to data accuracy and system integrity.
- ✓ Ability to work independently and take initiative in a fast-paced environment.
- ✓ Experience with scripting languages (e.g., Python, JavaScript) is an asset.
- ✓ Knowledge of cloud-based ERP systems and integrations is an asset.

THE BENEFITS OF BEING PART OF OUR TEAM

Share with us your passion and drive towards your career objectives, and we will provide an environment where your valuable contributions are rewarded and celebrated with professional growth and job satisfaction. We offer an attractive benefits package for our team members including:

- ✓ Group insurance plan with health spending account
- ✓ Paid Vacation

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- ✓ Company paid shutdown from Christmas to New Years
- ✓ Matching RRSP program

We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.

