

Systems Administrator

Working autonomously reporting to the Finance Manager, the Systems Administrator will be responsible for maintaining the integrity of data for business conducted on Netsuite ERP/CRM. This role will require versatility by combining business understanding with technical information. The candidate will have a solid understanding of the Netsuite system to create, integrate and maintain high performing dashboards, and provide ongoing technical support for all the members of the team.

We specialise in providing complete lighting solutions globally with over 30 years' experience in all industry sectors. We all work collaboratively to ensure the continued success of our business in a relaxed environment. Our leaders are approachable and foster a culture that encourages innovation, creativity and autonomy.

The ideal candidate will have a passion for improving business operations with excellent communication skills and high attention to detail.

Your key responsibilities will include:

- Develop and standardize new inventory process
- Control and manage all inventory code creation
- Create daily and weekly reports for stock and projects as well as any additional reporting requirements
- Work with the marketing team on developing standards for lead capture and reporting
- Work with marketing on the possible integration of Netsuite to global website
- Work with finance to customized forms, reduced duplicates, unnecessary fields to enhance ease of use
- Build, test and bring to production customized solutions to meet management needs and automate business processes
- Train new hires where relevant on using Netsuite CRM and ERP
- Overseeing NetSuite integration, implementation and testing
- Support data import process and migration
- Maintain and communicate NetSuite updates
- Provide on-going systems and technical support for the NetSuite system
- Can provide users with relevant reports and KPIs using the NetSuite dashboard

You will display the following attributes:

- Prior experience with NetSuite CRM/ERP
- Three-to-five years of hands-on experience with NetSuite customizations and data migration
- Experience as a business systems administrator
- Fully efficient in custom record types, fields, forms, roles and permissions, page layouts, searches and reports, and NetSuite data model
- Can exercise strong problem-solving skills, and analytical thinking
- Has exceptional written and verbal communication skills
- Has the ability to liaise with different departments and multiple business disciplines
- Can confidently provide support and user training across departments

Preferred Job Requirements

- Five (5) years of experience with CRM and ERP software and principles in Netsuite
- Have background in HTML coding, JavaScript and/or SuiteScript
- Have extensive experience with NetSuite customization, building workflows
- SQL Database Experience – Querying and integrating NetSuite data with external systems
- Knowledgeable about finance and accounting concepts and user experience (GL, AP, AR, Fixed Assets, Projects, foreign currency, EFT, multi-subsidary accounting, inventory and order fulfillment, etc.)

If you are looking for your next opportunity in a newly created role where you can make immediate impact to the business, please forward your resume and cover letter to Alyssa Charlick at alyssa.charlick@lpalighting.com