



JOB DESCRIPTION

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|-------------|-----------------------|----------------|------------------|
| Job Title: | EDI Specialist | Pay Grade: | |
| Department: | 506 – Data Center | Reports to: | IT Manager |
| Status | Exempt/Salary | Revision Date: | February 9, 2022 |

SUMMARY. The EDI Specialist will be the lead liaison across functions in the onboarding of new EDI and/or adding additional EDI functionality to existing customers. They will be responsible for process development, documentation, implementation, and support on both new and existing activities. The EDI Specialist will also serve as a business consultant to all regions and will advise on best practices in their areas of expertise. In addition, they will function as the liaison between the business and IT in identifying system needs, writing functional specifications, driving developmental priorities, and testing solutions in the electronic data exchange space. They should also be able to serve as the first point of contact in case of technical or process questions from the business regarding relevant EDI functionality.

DUTIES AND RESPONSIBILITIES:

- Understanding and gathering data from Product Line Management system and SAP
- Onboarding new EDI customers
- Managing relationships with partners
- Develop process improvements on material data integrations
- Work with Customer Compliance on customer data requirements
- Support EDI IT & Commercial teams with testing and troubleshooting
- Sustain subject expert-level knowledge, be considered Global Subject Matter Expert
- Research business issues and create functional requirements for system development projects
- Collaborate with IT to craft ideal system solutions that meet business needs for EDI & catalogs
- Test solutions on behalf of the business in User Acceptance Training phase and drive necessary revisions with IT
- Ensure all changes are documented and training has been provided to all affected parties.
- Manage sales operations work queue in shared networks within cross functional teams and provide escalation-level support on all questions. Raise tickets to IT as required
- Occasional travel may be required

SUPERVISORY RESPONSIBILITIES:

- None

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred in business, operations, IT, or a related field
- 3+ years of technical experience with EDI, order management processes and systems
- Knowledge of GXs, SPS, B24 preferable
- Possess working knowledge of SAP AFS, including technical understanding of system structure
- Expert knowledge of Microsoft Excel required – Including Pivot Tables and VLookup
- Knowledge of Microsoft Access, Sequel Reports creation and BI Tools is a plus
- Project Management background/certification is highly desirable
- Excellent written and oral communication skills
- Strong analytical and problem-solving skills
- Demonstrated ability to multi-task and prioritize workload in a fast-paced environment

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QUALIFICATIONS:

- To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Work environment consists of mostly office area but will occasionally work in manufacturing setting, to support and install equipment, setting may have exposure to noise, varying temperatures, smells, and chemicals.
- Work near moving mechanical parts up to 1/3 of the time.
- Moves throughout the organization and is exposed to varying noise levels from quiet to very loud 1/3 of the time.

| Travel Required | % of Time |
|------------------------|------------------|
| Domestic | Up to 10% |
| International | Up to 5% |

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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