

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-69-2021
Company Name	Kallassi Group
Industry	FMCG
Vacancy	ERP Analyst
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full time
Major(s)	MIS, Business Computing, Information Technology Management
Degree	BA
Years of Experience	0 to 2
Location	Dbayeh
Remuneration & Benefits	
Tasks & Responsibilities	<p>Do you enjoy interacting with stakeholders and end-users in a problem-solving capacity? Are you comfortable with training end-users on a new system? Are you able to take end-user feedback and convert that into functional requirements for a system? If so, you might be just the person we are looking for to fill our ERP support analyst role!</p> <p>We are looking for a candidate to do the following:</p> <ul style="list-style-type: none"> <li>• Troubleshooting &amp; Providing End-User Support</li> <li>• Anticipating customer needs &amp; initiating service in a timely manner</li> <li>• Training End-Users</li> <li>• Creating Documentations, Tutorials, Workflows &amp; Design Specifications</li> <li>• Aligning between both business and technical teams to provide functional solutions</li> <li>• Communicating current activities, status, issues to stakeholders</li> </ul> <p>Additionally, the ideal candidate will have knowledge with the following:</p> <ul style="list-style-type: none"> <li>• Developing SQL Queries</li> <li>• Exhibiting strong analytic/problem solving skills</li> </ul>

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- Demonstrating ability to work under pressure
- Taking initiative, and follows through on promises
- Accepting responsibility for mistakes
- Protecting confidentiality
- Initiating & implementing change
- Exhibiting collaborative behavior
- Communicating verbal & written information in a clear manner
- Interacting well with various personalities as an excellent team player
- Demonstrating effective time management & multi-tasking skill
- Showing high attention to detail, process oriented
- Any other task as per management request