



Star Cutter Company Job Description



Job Title: Business System Analyst

General Summary

Review, analyze, and evaluate business system to meet corporate goals and requirements; assess user processes and system processes to improve efficiency and productivity to meet the needs of the Customer, User, and Management in a manufacturing environment.

Responsibilities

- Work closely with internal users to analyze and document data flows, requirements, and processes used to accomplish tasks.
- Recommend improvements by identifying problems; designing modifications thru collaboration with users and Sr. Programmer; writing process revisions.
- Assist in acceptance testing of modifications, patches, and upgrades, as well as provide post implementation support to users.
- Maintain system protocols by writing and updating documentation with consideration of Corporate Quality Procedures.
- Provide references for users by writing and maintaining user documentation, providing help desk support, and training users.
- Visit Manufacturing facilities throughout Michigan regularly to support users
- Maintain professional and technical knowledge by attending educational workshops, webinars and applicable conferences.

Knowledge and Skills

- ERP – Infor Cloudsuite Industrial (SyteLine)
- Critical thinker, with problem-solving skills and teamwork attitude.
- Comply with safety and corporate guidelines on business ethics.
- Ability to communicate clearly with management and system users.
- Strong work ethic, self-driven with a focus on customer service.
- Experience in Manufacturing Environment
- Structured Query Language (SQL) knowledge could be beneficial

Education Requirements

- Bachelor Degree in Business Information Systems preferred.

Experience Requirements

- 5+ years of Business System Analyst and Manufacturing experience required.
- Hands on experience with ERP systems (SyteLine)

Other Requirements

- Regular travel to Manufacturing facilities throughout Michigan

Please submit resume to:

Star Cutter Company
Human Resource Department
756 Aulerich Road
East Tawas, MI 48730
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