ERP ANALYST

PADI, the global leader in Scuba Diver Training, is expanding our in-house technical team. We are searching for a full-time ERP ANALYST at our corporate headquarters in Rancho Santa Margarita.

PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work, competitive salary and outstanding benefits. We are an amazing company searching for amazing people to join our team!

Founded in 1966, PADI has grown consistently through our 52 years in business, continually raising the bar for the industry we are all so passionate about. We know who we are as a company but never let that hold us back from reinventing ourselves and keeping our mission modern and relevant. One thing that stays consistent is our mission to be "The Way the World Learns to Dive". PADI certified our 25 millionth diver in 2016, an achievement no other scuba diving agency can claim.

PADI strives to create a work environment that respects individual contribution while maintaining a strong team approach for successful execution of business objectives. The executive team believes in a work-life balance that enables employees to meet their personal and family needs with flexible hours and an extensive benefits plan.

PADI has been voted an Orange County Top Workplace in 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016.

Reporting to the Director, Information Technology, ERP Analyst will be the primary point of contact for PADI's Macola Progression System. This position will plan, coordinate and manage the Macola Application, KnowledgeSync Event Manager Application and provide technical and business process support for end-users of PADI's ERP systems worldwide. The analyst will troubleshoot functional issues with all Macola Modules and coordinate problem resolution with the Exact Macola technical support, Resellers, end-users and in-house technical staff.

Duties and responsibilities include:

- Installation and configuration of Macola Progression modules, patches and upgrades.
- Create and maintain documentation of systems and Macola Progression modules.
- Propose and implement enhancements that will improve the performance of the Macola Progression system.
- Proactively monitor Macola Progression and Event Manager alerts using industry recognized tools to avert troublesome trends as they develop to ensure a stable production environment.
- Take ownership for Macola Progression module incidents reported by end-users
- Resolve issues in a timely manner
- Provide Crystal and Macola Progression reporting support for end-users
- Provide administrative support for the application environment.
- Maintain Macola Progression user accounts and assist IT in the defining the access policies for Macola Progression
- Participate in the planning, upgrading, and maintenance of all Exact products and applications integrated into Macola.
- Fluent with business processes associated with the use of Macola Progression.
- Understands the functionality of Macola Progression and should be able to advise end-users on how to do transactions within the various modules of the system ranging from financial transactions, order entry, purchase order processing, shipping and production order processing.
- Manage and maintain system setup and configurations.
- Develop and maintain general system functional administration best practices.
- Coordinate activities with Exact Reseller and IT staff.
- Plan, organize and coordinate work assignments and prioritize workload.
- Participate in the organization's change management process.

Our ideal candidate will have the following experience, demonstrated skills, and education to qualify for the role:

- Bachelor's degree (B.S.) in Computer Science, Management information systems or a related field.
- 7 - 10 years' implementation, upgrade, maintenance and operations experience with ERP systems is required.
- Strong communication, time management, analytical, and organizations skills.
- 5 years' experience with MSSQL databases and SQL Query Language (TSQL) is required.
- Understanding core business processes (Financial and Distribution) is required.
- Good organizational abilities, written and oral communications, teaching and interpersonal skills.
- Ability to operate, communicate and apply interpersonal skills effectively while under pressure.
- Ability to effectively communicate with management any technical program or solutions.
- Working knowledge of web-based programs, inter/intranet functionality and design.
- Knowledge of general computer principles and concepts with special working knowledge of PC hardware.
- Ability to prioritize and balance multiple tasks.
- Willingness to be a team member.
- Commitment to provide excellent customer service.
- Sense of urgency and ownership.
- High regard for potential effects of actions to the business and its customers.
- Ability to work independently.
- Ability and willingness to work after normal business hours on occasion, and to share on-call responsibilities.

PADI is an Equal Opportunity Employer. In addition to a 9/80 work week which provides all participating employees with every other Friday off; the company also offers robust benefit plans at little cost the employee, and a wellness program with rewards for participating employees. Among the highlights at our Orange County headquarters are multiple break rooms, including a large one with a pool table, a ping-pong table, vending machines and books for leisure reading. Recreational amenities include an on-site gym, half basketball court, an on-site swimming pool and shower-equipped locker rooms. Also offered onsite are PiYo and yoga classes. Our employees also benefit from generous time off and a 401(k) with match.

If this job sounds interesting to you and you meet these requirements described above we'd like to get to know you! Please submit your resume & salary requirements at jobs@padi.com. To learn more about our company visit us at www.padi.com. Applicants must possess the right to work in the United States.