

Systems Administrator, Infor M3

We are HALO! We are the leader of a rapidly growing \$25B industry. Our nearly 2,000 employees and 1,000 Account Executives located in 40+ sales offices across the United States create unforgettable, meaningful, and lasting brand experiences for our over 60,000 clients globally.

As the Infor M3 System Administrator, you will **perform ERP business analysis and systems administration**. As a team, you will ensure the Infor-M3, ERP platform is well-controlled, operating effectively, and aligned with business needs. You will educate Infor M3 users on system functionality and process flow. This includes taking the time to learn the individual user's work process and seeking ways to leverage the ERP system to help improve their productivity.

Responsibilities

- Conducts process analysis for system changes on behalf of internal operations
- Performs deployment of integrated application configuration and code
- Researches and implements solutions related to M3 system configuration
- Develops integration specifications among M3 and other applications. The specifications include the user interaction with M3 and the other applications as well as the critical data exchange among the systems
- Creates business report specifications that provide the detail that meets the business needs
- Tests all technical solutions related to M3 and its integrated programs before solutions are released to the business user
- Gains understanding & provides support of M3 customizations while looking for opportunities to eliminate customizations within new versions, functionality, or enhancements
- Set up and maintain user access and roles in Infor M3 and other applications
- Apply patches and upgrades to the ERP environments
- Proactively monitor system performance and respond to performance issues in a timely fashion
- Execute data refresh, audit trails, and automate repetitive tasks
- Strong business process understanding
- Process analysis, design, and documentation of system administrator tasks
- Operational report design and definition
- Maintain system documentation
- Effectively communicate with both business and technical teams

Requirements

- 5+ years of relevant experience as a System Administrator in an Infor M3 environment
- Bachelor's degree or equivalent combination of education and related work experience
- Strong quantitative skills, logic, and reasoning
- Report writing skills
- Strong organizational and multitasking skills with ability to balance competing priorities
- Excellent writing skills and fine attention to details
- Successful execution of problem solving and thinking analytically with a focus on process improvement
- Experience with Infor products including Infor Ming.Le, Mongoose, IDM and Birst is a plus