

# KEILHAUER

## **ERP MANAGER** **GRADE 8**

### **WHO IS KEILHAUER?**

Founded in 1981, Keilhauer is a privately owned, design-focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. At Keilhauer, we believe that because we all share this planet, it is essential that we do our part protecting it. Our comprehensive sustainability program, *Planet Keilhauer*, driven by our goal of closed-loop manufacturing, is an approach to production in which there is no waste and materials are cycled back into the system, minimizing environmental impact.

### **SUMMARY**

The ERP Manager is a strategic position responsible for leveraging the SyteLine Enterprise Resource Planning (ERP) software in order to achieve organizational improvements in areas such as cost, quality, service and departmental efficiency (cycle times) across the organization and supply chain. In this role, you will provide accurate, timely and strategic operational reporting for the purpose of creating value and competing in a global arena.

Reporting to the Director of Technology, this position is engaged in accepting, analyzing and making recommendations on new business strategies, revamping existing business processes as it relates to Keilhauer's ERP system and accurate and timely reporting across all business models. Excellent communication and relationship-building skills are critical for this role, as you will interface with internal teams as well as vendors, suppliers and numerous other stakeholders to ensure viable technical solutions. You are highly resourceful, flexible and adaptable and possess the ability to synthesize complex, diverse information with a proven track record of strong project management skills.

This technical position is best suited to an analytical, self-motivated and highly organized professional with excellent attention to detail who enjoys working in a collaborative environment. You are a systems thinker who seeks to create solutions and efficiencies where it can help improve workflows and business processes. A multi-faceted technical skillset is required to support the depth of technology implemented within the business. Keeping our systems running efficiently and effectively furthers Keilhauer's mission of making work comfortable for all.

### **QUALIFICATIONS**

- Post-Secondary degree in a related field.
- Minimum 8 years' progressive experience in a fast-paced manufacturing environment.
- Certification in Project Management, or equivalent experience.
- Advanced knowledge of Business Process Mapping techniques.
- Demonstrated success in strategic planning and project management.
- Advanced skill level in SyteLine (CloudSuite Industrial) is required.
- Ability to interpret SQL language is required.
- Proficiency in VB.Net an asset.
- Proficient in Microsoft Word, Outlook, Excel and other technical programs.

## **COVID-19 PRECAUTIONS**

Keilhauer has mandated a COVID-19 vaccination policy in place. As of September 22, 2021, all present and future employees are required to provide proof of receiving all recommended doses of an approved COVID-19 vaccine (or combination of approved COVID-19 vaccines) to Human Resources. We are committed to providing reasonable accommodation to employees who are unable to vaccinate for medical reasons.

- Remote interview process.
- Personal protective equipment provided or required.
- Daily screening of all employees.
- Social distancing guidelines in place.
- Virtual meetings when possible.
- Sanitizing, disinfecting and cleaning procedures in place.

## **DOES THIS ROLE SOUND LIKE A FIT?**

Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees.

If this role is for you, please send your resume to [careers@keilhauer.com](mailto:careers@keilhauer.com) and tell us why you would be a great addition to our team! Please note that only those selected for further consideration will be contacted.