ERP Administrator

Employment Type: Permanent (Full-time)
Location: Singapore

Responsibilities:
- Provide day to day support for queries related to ERP and Vessel Management System.
- Provide infrastructure support as required on software projects (e.g. installations, backups and databases).
- Monitor and control the project's/ modification's progress to ensure the completion of the project/ modification according to schedule and after the Go-Live stage.
- Administer the ERP and Vessel Management System post implementation and provide support to all departments to resolve ERP and Vessel Management System related issues.
- Able to provide guidance/ training to users with any concerns related to all the above points.
- Keep abreast of all updates to the ERP and Vessel Management System and disseminate relevant information to users of the system
- Regular monitoring operations, including cloud server, operations and software operations and coordinated installation, upgrades and maintenance
- Provide necessary assistance to application operations and project implementations.
- Ensure required documentation is maintained and completed.
- Regularly look for security vulnerabilities and, together with IT team, take necessary action to remediate them.
- Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QHSSE) policies, practices and procedures at all times.
- Any other duties assigned by Management.

Requirements:
- Min. 2 years experience or diploma in any other field with min. 3 year's experience or min. 3 years of relevant experience
- Accounting background is an advantage.
- Good communication skills, customer oriented, meticulous, resourceful, able to multi-task.
- A team player with the ability to work independently as well as in a team.

Interested applicants to email your resumes to **careers@bakertech.com.sg** stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.