

JOB TITLE: SR WMS ANALYST

JOB PURPOSE: TO SUPPORT EXISTING WAREHOUSE MANAGEMENT SYSTEM, INCLUDING CUSTOM APPLICATIONS. DUTIES INCLUDE TECHNICAL SUPPORT, SUPPORT ON-GOING APPLICATIONS DEVELOPMENT, INSTALLATION, AND UPGRADES.

REPORTS TO: Manager – IT Applications/Development

ESSENTIAL JOB RESULTS:

1. SUPPORTS AND IMPROVES WMS/BARCODING SYSTEM

by
Interviewing users; studying processes; developing new or expanding existing functions; testing and documenting procedures; developing programs to augment barcoding systems.

2. SUPPORTS AND IMPROVES LABELS/DOCUMENTS

by
Editing and troubleshooting current output and creating new output; monitoring system for process improvement.

3. PROVIDES USER SUPPORT

by
Working in a call center environment; traveling when necessary to perform troubleshooting and installation tasks.

4. RECOMMENDS IMPROVEMENTS IN PROCESSES AND PROGRAMS AND IMPLEMENTS

by
Watching for technological changes, new business practices, etc. that represent room for improvement in processes and programs. Implementing these improved processes with the support of management.

5. SUPPORTS AND IMPROVES CUSTOM APPLICATIONS

by
Maintaining and enhancing program code; working closely with end users to define and evaluate needs for improvement.

6. PLANS NEW APPLICATIONS

by
Evaluating user requests for new programs to determine feasibility, cost and time required, compatibility with current systems and computer capabilities; consulting with management for approval.

7. DEVELOPS NEW APPLICATIONS

by
Converting project specifications into logical code; testing and debugging programs; ensuring application meets goals; writing documentation.

8. RECOMMENDS CHANGES TO SOFTWARE OR HARDWARE SYSTEMS

by
Evaluating effectiveness of existing systems in meeting current and future demands; evaluating alternative systems; making recommendations to management.

9. MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE

by
Attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

10. CONTRIBUTES TO THE TEAM EFFORT

by
Accomplishing results as needed; working on special projects as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelors degree in computer science, programming, IT-related field, or equivalent experience
2. Programming experience in Visual Basic, Microsoft Access, or similar program
3. Working knowledge of Windows XP and Windows applications
4. Strong verbal, written, and interpersonal skills
5. Ability to work independently with minimal supervision, taking ownership of a project, and ensuring its success
6. Ability to multi-task
7. Ability to handle periods of high stress

DESIRED, BUT NOT REQUIRED:

1. Oracle WMS experience in 11.5.10 eBusiness Suite
2. Oracle document management experience using Optio or a similar software.