Swagelok

Swagelok Chicago | Milwaukee | St. Louis

Swagelok Chicago
360 Windy Point Drive
Glendale Heights, IL 60139

Swagelok Milwaukee
3225 Gateway Road Suite 550
Brookfield, WI 53045

Swagelok St. Louis
2300 Millpark Drive Suite 100
St. Louis, MO 63043

Swagelok Chicago
Job Title: Systems Specialist / Business Analyst

360 Windy Point Drive, Glendale Heights, Illinois 60139, United States
Industry – Manufacturing
Number of Employees: 10 - 50 employees
Full-Time Job

 Job location : Chicago Area - 360 Windy Point Drive, Glendale Heights, Illinois 60139, United States

Perform research and implement all technical solutions for all systems and ensure compliance to all company objectives and provide status reports to management. Maintain system hardware and software and serve as an on-demand resource for daily needs. Serve as a liaison between our primary corporate business partner, our SAP B1 IT partner, and our local IT support organization, with specialty knowledge about our operations. Evaluate all system practices and recommend improvements and modifications to reduce cost and drive efficiencies and upgrade systems and maintain knowledge of all company IT assets and monitor inventory. Responsible to ensure network environment uptime is 100% for all internal and external needs. Coordinate with various teams to configure all cell phones and laptops and evaluate IT invoices and ensure adherence to all budget objectives. Configure systems for optimal end user support for multiple business units. Compile, analyze, and evaluate data from multiple sources to provide decision-making information for several business units. The position also has a key role in isolating security weaknesses and mitigating risks as appropriate.

Including but not limited to:

· Quality Assurance – Key performance metrics, audits, company training and certifications
· Customer Service – SAP B1 Crystal Report edits, SAP B1 queries and formatted searches, 3rd party software to track or transform data
· Warehouse – Run reporting for re-slotting warehouses, set up mobile printers
· Production – Utilization, scheduling, tracking long lead time items on BOM
· Sales – Key customer data reports, score cards, performance tracking vs targets, customer profitability
· Marketing – Integration with Hubspot Tool with SAP B1
· Accounting – Implementation of EBiz, reporting for Accounts Receivables Overdue, streamlining invoicing

Education

Requires a undergraduate degree in Computer Science, or Automation/Network Engineering or a related field.
Preferred Experience with Microsoft Server and Desktop Operating Systems as well as Network Security. SAP B1 experience would also be highly beneficial