

Keywords

This example CV cover letter was based on this real job specification. Keywords highlighted in orange indicate keywords from the job specification which have been included on the CV.

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|---|---|---|
| <p>ERP<br/>business<br/>process<br/>manager<br/>support<br/>manufacturing<br/>distribution<br/>applications<br/>client<br/>relations<br/>graduate<br/>project<br/>management<br/>people<br/>business<br/>Oracle Jde E1<br/>Manufacturing MRP<br/>KanBan</p> | <p>warehousing<br/>cost<br/>accounting<br/>pricing<br/>data management<br/>product<br/>costing<br/>shopfloor/WO<br/>planning<br/>DRP/MPS/MRP<br/>inventory<br/>sales<br/>order<br/>processing<br/>purchase<br/>pricing<br/>International<br/>lead<br/>improvement</p> | <p>communications<br/>analyse<br/>specifications<br/>documentation<br/>strategic<br/>compliance<br/>regulations<br/>sound judgement<br/>deliver</p> |
|---|---|---|

|                              |  |                         |    |
|------------------------------|--|-------------------------|----|
| <b>Position Title:</b>       | <b>ERP Business Process Manager - Distribution/Manufacturing</b> |                         |    |
| <b>Manager's Title:</b>      | ERP CofE Manager   |                         |    |
| <b>Manager's Name:</b>       | Stephen Howse  |                         |    |
| <b>Business Unit/Region:</b> | Spirax Sarco IS Department.<br>Centre of Excellence EMEA         | <b>Office Location:</b> | UK |

**1. Position Purpose Statement**

To strengthen the ERP team and give dedicated and focused support to the UK Supply Business Unit. Support the UK E1 system and its users and provide Manufacturing and Distribution applications expertise

The role will take full responsibility for all IS systems activities within the UK supply company. In addition to the E1 role the person will act as IS client relations manager to the UK Supply company.

**2. Educations and Experience Required**

**Knowledge including:** education, qualifications and training

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|---------------------------------|-----------|
| <b>Graduate Education:</b> Yes. | Essential |
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| <b>Professional Qualifications:</b> IT related certification (MCSE, ITIL, etc...) | Desirable |
| <b>Training:</b>  |           |
| JDE E1 8.11 or other releases,  | Essential |
| Project management,   | Desirable |
| People management.  | Desirable |

## Experience

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| <p><b>Work experience: 10+ years</b></p> <ul style="list-style-type: none"> <li>• Experience of managing people: Highly Desirable</li> <li>• Business experience in non IT area: Highly Desirable</li> </ul> <p><b>Oracle Jde E1 experience: 5+ years</b></p> <ul style="list-style-type: none"> <li>• Manufacturing MRP and KanBan (DFT). Highly Desirable</li> <li>• Distribution including advance warehousing. Highly Desirable,</li> <li>• Manufacturing Cost Accounting pricing. Highly Desirable</li> <li>• J.D. Edwards Modules: <ul style="list-style-type: none"> <li>○ (30) Product Data Management / Product Costing</li> <li>○ (31/48) Shop-floor / WO Management with Mfg Accounting</li> <li>○ (34) Planning including DRP, MPS &amp; MRP (include some Forecasting)</li> <li>○ (40/41) Inventory</li> <li>○ (42) Sales Order Processing</li> <li>○ (43) Purchase Order Processing</li> <li>○ (45) Advanced Pricing</li> </ul> </li> </ul> <p>International experience: Highly desirable (worked abroad or in international role)</p> |
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### 3. Operating Environment & Context of Role

### 4. Key Accountabilities of the role

#### The Role

- **Lead ERP process improvement initiatives** for the UK supply operation.
  - To act as the **main communication link** between the CofE and UK Supply, ensuring prioritises and workload are effectively managed and communicated
  - **Analyse** user enhancement requests, and produce functional **specifications**.
  - Assess and action second and third level ERP **support to users** in UK Supply
  - Create user **documentation** and conduct user **training**.
- **Manage** concurrent enhancement **projects** of varying size, (typically 1-5 days and 3-6 months)
- Bring **E1 idea leadership and expertise** to the business with opportunities to improve the way we work and/or reduce costs.
- **Recommend improvements** and ways to further gain business value from our E1 investment.

## 5 Core Values

### Core Values:

#### **Accountability**

We take ownership and are empowered to deliver our best. We take responsibility for our personal actions and ongoing development. We win together and don't blame others when things go wrong.

#### **Passion**

We are passionate and care about our customers, people, products and our work. We embrace opportunities and use **strategic** insight to drive our business.

#### **Integrity**

Our actions match our words. We act with uncompromising ethics, are **compliant with regulations** and use **sound judgement**. We display honest, open and transparent communication that creates trust and understanding.

#### **Delivery**

We work together to **deliver** results, no matter what the circumstances. Through working smart and in line with our values, we consistently deliver for our **customers** and colleagues.