

# The LNM Institute of Information Technology, Jaipur

## Job Description: ERP Manager

<b>JOB TITLE</b>	ERP Manager	<b>DEPARTMENT</b>	LUCS
<b>REPORTS TO</b>	LUCS-Lead	<b>SUBORDINATES</b>	-
<b>LOCATION</b>	Jaipur	<b>DIVISION</b>	Non-Teaching (NT)
<b>EMPLOYMENT TYPE</b>	Regular	<b>LEVEL</b>	10

### RESPONSIBILITIES

#### **Responsibilities**

1. Oversee the end-to-end implementation of ERP systems, ensuring adherence to project timelines and budget constraints, maintain and optimize the OCI utilization.
2. Collaborate with ERP implementation vendors to evaluate, select, and customize solutions that align with business needs.
3. Assisting to PCC/Purchase Officer as per need related to ERP work.
4. Monitor project progress, identify potential risks, and implement mitigation strategies.
5. Conduct regular status meetings and provide updates to stakeholders.
6. Develop and implement change management strategies to facilitate smooth transitions for end-users.
7. Communicate project updates, changes, and benefits to all stakeholders.
8. Provide training and support to users to ensure effective system utilization.
9. Conduct regular audits and assessments to identify and resolve issues promptly.
10. Maintain comprehensive project documentation, including requirements, design specifications, testing plans, and user manuals.
11. Manage project budgets, track expenses, and report financial status to relevant stakeholders.
12. Document implementation, specification and training modules.

### EDUCATIONAL QUALIFICATION AND EXPERIENCE

#### **Essential:**

B.E./ B.Tech.(Computer Science & Engineering/Information Technology) with at least 55% of marks or its equivalent grade B in the UGC 7-point scale from a recognized University/ Institute. Master's degree (MTech/ MSc in IT or PGDM in related field) will be as additional advantage.

#### **Experience:**

8 years of experience of extensive Programming and System Management in University/ College/ Institute/ Public/ PUS/ Private Organization.

#### **Desirable:**

1. Expertise in implementation / managing Students Life Cycle Management ERP platform like People Soft in campus with a demonstrated past record.
2. Strong understanding of Peoplesoft Campus solutions including customization, integration, and optimization, evidenced through official certifications from Coursera/Oracle.
3. Excellent interpersonal and communication skills.
4. Analytical mindset with problem-solving abilities.
5. Ability to adapt to changing priorities and work in a dynamic environment.
6. Prior expertise in managing/implementing ERP platform is desirable (Mandatory in case of bachelor's degree only).
7. Prior expertise in designing and maintaining Oracle cloud infrastructure is desirable.

#### **Age:**

Preferably below 45 years

*Handwritten signature and date:*  
16/2/2024