Microbiologics®
A safer, healthier world.

Business System Analyst

Microbiologics, a leading global manufacturer of biological controls and standards, is currently seeking a Business System Analyst to join our growing team. This position will be responsible for general administration, configuration and support responsibilities across business applications to work with other departments to ensure that internal and external customers receive prompt and efficient service in accordance with company policies and business objectives. The ideal candidate will have effective verbal and written commination skills and excellent interpersonal skills. Candidate must also have sound judgement and the ability to prioritized and work independently with strong analytical skills.

Essential Responsibilities:
- Provide administration and configuration support for business applications including coordinating upgrades and rollouts and duties related to training and monitoring performance
- Develop test plans and approve new system behaviors to ensure alignment with business objectives and test plans
- Gather and develop business requirements and employ strong analytical and listening skills to understand and translate to functional specifications
- Design and implement process improvements and system enhancements conforming with application and industry best practices to improve effectiveness and efficiency
- Implement and monitor EDI systems, including data mapping, translation, interface, system testing and quality control checks
- Coordinate relations with and serve as a liaison to internal users, vendors and other external partners with respect to data interchange standards and EDI documentation
- Contribute to the development of project plans; assign and monitor tasks. Analyze feasibility, cost ramifications, economies, or other aspects of planned or potential programs
- Manage and support business applications help desk working with users to trouble shoot issues as required
- Create and implement business operation standards and procedures. Assist in the development of methods and tools to track and measure results
- Complete special projects and other duties as assigned
- Provide periodic updates to Sr. Business Systems & Analytics Manager

Physical Requirements and Environmental Attributes:
- Occasionally lift and move up to 25 pounds to waist height unaccompanied.
- Regularly sit for duration of shift in a normal office environment.
- Coordinated use of hands and fingers to grasp, feel objects, transfer small items from one hand to another, fine manipulation, and bilateral reach with arms.
- Use of close vision, depth perception and ability to adjust focus.

Desired Education/Experience:
- A bachelor's degree in Business, Computer science, Information Systems, or related field
- Minimum of 5-7 years' experience working with ERP systems and business applications
- 3+ years of hands on experience with NetSuite administration and implementations
- Experience with EDI, AssurX CATSWeb, SQL, SRSS, SharePoint is a plus
- Strong analytical skills, good judgment, proven problem-solving abilities.
- Proficient in Microsoft Excel, Word, PowerPoint, Visio and Outlook

If you are interested in joining our team as a Business System Analyst, please send your resume to hr@microbiologics.com.