

Friedman System Administrator

Holland Landing, Ontario

About Us

Inscope is a design enabler. We have been saying Yes since 1888 with a versatile portfolio of systems, storage and wall products that are adaptable and built to last. With care and consideration, and more than a century of expertise, our philosophy is to always do what we can to say Yes.

About the Role

The Friedman System Administrator will act as the liaison between the IT, Marketing and Engineering Departments for all things related to pricing. The primary function is to manage pricing within the Friedman ERP system, ensuring that it aligns with digital catalogues and the printed pricelist; secondary function is management of IT-specific activities as they relate to Friedman modeling. The Friedman System Administrator reports to the Director, Information Technology. Working conditions are approximately 95% Office and 5% Factory.

Primary Tasks & Responsibilities

Working in conjunction with the Product Resource Manager, Product Engineers and the Product Data Manager, you will:

- Add, update and maintain pricing data in the Friedman ERP system, following corporate change management procedures
- Document price-management procedures, schedules, progress reports and related information, as required
- Extract cost and pricing data by request
- Assist other departments with analysis of costing, pricing and related activities
- Lead continuous improvement initiatives – within and outside of IT – as they pertain to catalogue and price management
- Manage all IT-specific activities related to Friedman modeling, coordinating efforts between the ERP Programmers and other departments as required
- Coordinate special projects as they arise

Knowledge, Skills, Abilities & Education

The following traits and skills are key to the position:

- Demonstrated ability to learn through investigation, much of it independently and in ambiguous environments
- Patience and persistence, with the ability to communicate effectively with remote co-workers
- Ability to clearly and concisely write process documentation

The following skills are required for the role; existing knowledge of any will significantly reduce learning time:

- Knowledge of Friedman modeling
- Knowledge of Inscape products
- Knowledge of Adobe InDesign and AutoPrice
- Knowledge of digital CET Catalogue Creator, CAP Catalog Express or Project Matrix Project Symbols
- Proficiency with Excel

The following skills are of benefit to the role:

- Knowledge of relational databases, especially DB2
- Ability to write SQL Select queries
- Power Query M
- XML
- Programming language (eg. VBA, Python)
- ERP system integration experience
- Accredited project management
- CRM applications (especially Microsoft Dynamics)
- Business intelligence systems (especially Microsoft Power BI)
- Data analysis
- Data warehousing

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**