



**Job Title:** Applications & EDI Coordinator  
**Department:** IT  
**Reports To:** Information Systems Manager  
**FLSA Status:** Non-Exempt

### **Summary**

The Applications & EDI Coordinator works closely with the Information Systems Manager regarding all Epicor departmental processes, troubleshooting and support, and training for internal users within Masterbuilt. The Applications & EDI Coordinator is responsible for all EDI related projects and software required to transact business with every Masterbuilt trading partner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

#### ERP

Works closely with the Information Systems Manager on all departmental processes and helps each department maintain this documentation.

Becomes knowledgeable with all departmental Epicor processes and procedures.

Troubleshoots end user issues in Epicor and determines proper resolution and determines if development is needed.

Works closely with the Development team on all development requests for Epicor.

Conducts monthly Epicor training sessions for internal employees.

Becomes knowledgeable on all integrated systems and processes with Epicor (Manifest, EDI, Website, HCM, SharePoint, etc.)

Communicates with end users regarding resolutions to Epicor issues.

Communicates and meets with end users regarding new projects or procedures inside of Epicor.

#### EDI

Responsible for the on-boarding and ongoing management of new and existing EDI business partners.

Communicates with the customers, our VAN and the third party providers concerning all EDI matters to ensure clear communications between our trading partners.

Possess the ability to quickly recognize problems with inbound and outbound documents and validation to resolve issues in a timely manner.

Communicates with internal departments on how to create ASNs, shipping labels, Inventory templates, Invoices, etc.

Communicates with China Office and factories regarding any ASNs, shipping labels or issues.

Generates shipping labels for any customer that is not an EDI customer for both import and domestic shipping.

Support EDI interaction with ERP system.

Creates documentation for all EDI related business processes and systems and ensures it is distributed appropriately.

Backs up the IT Department in their duties, when possible.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; three years related experience and/or training; or equivalent combination of education and experience. Must be well versed in computer operations and have a working knowledge of the Internet and working with web based systems. Experience with Electronic Data Interchange transmissions and working with sales accounts a plus.

#### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

Masterbuilt Manufacturing is An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Qualified candidates should apply for the position by sending his/her resume to [HR@masterbuilt.com](mailto:HR@masterbuilt.com)