

# Job Description

<b>Job Title</b>	IT application Analyst	<b>Department</b>	IT
<b>Company</b>	Carrier	<b>Grade Level</b>	
<b>Subordinate (Direct)</b>	No	<b>Supervisor (Title)</b>	IT Manager
<b>Division</b>		<b>Location</b>	Shanghai
<b>Unit Sales (\$M)</b>		<b>Position Sales (\$M)</b>	
<b>Unit Employees</b>		<b>Position Employees</b>	
<b>Key interfaces</b>			

## Job Purpose

- Use ASP+SQL for web based report , data source from ERP System .
- Maintenance current Manufactory ERP system, following project manager ideas on some modification on our Manufactory system and parts store POS machine system .
- Understand project need and work with vendor on ERP additional function deployment .
- Manage and monitor the SQL/Oracle server and database and act as Admin to provide the database administration work .
- Take the sustaining support on PMS system , and give the necessary support ID , transfer file , etc....
- Involve on the ERP new project and do user profile ,taylor-made report on new application .
- Work with business on the data mining from different ERP system and make it on the WEB based report
- IT solution control and IT key-users of local entity training
- Project documents writing and management.

## Key Skill Responsibilities

- Strong IT application skill, base on Unix system, network knowledge, security control, DB
- Strong knowledge on ASP pages , VB and basic coding language .
- Strong programming coding skill on ERP system , Baan, BPCS
- Strong DB skill administrate skill on SQL , DB2 , and Oracle .
- English communication capability, both spoken and written.
- Ability to work independently with minimum supervision
- Good understanding of Baan or other ERP implementation project
- Risk Identification and Migration skill.
- Knowledge of Java and ASP pages development.
- Good team work and results drive skill .

## Experience / Skills Required

<b>Educational Background</b>	BS Degree      Diploma      Major
<b>Qualifications</b>	BS degree
<b>Knowledge and Skill</b>	Strong ERP coding skill and support skill
<b>Language/PC Skill</b>	Frequently speaking and writing English ; IT knowledge on Network, Server UNIX, Oracle DC , JAVA and ASP .
<b>Communication Skill</b>	Good skill to listen business requirement and can translate to IT language
<b>Personality</b>	Good team work skill and problem solving attitude.
<b>Working Experience</b>	Around 3-5 relative working experience on ERP coding , develop, testing and sustaining support skill .
<b>Others</b>	

## Impact on Company Success (Supervisor Only)

The job description is part of every employee's contract. However, this is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or require that other or different tasks be performed when circumstances change.

Prepared by	Reviewed by	Checked By	Received by
Rebecca Chen			
Immediate Manager	Authorized Manager	HR Manager	Job Holder (Date)

有兴趣的朋友可以联系  
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