

SAP Coordinator

Location: Mumbai

Company: Dai-ichi

About Us:

Dai-ichi is a leading specialty chemicals company dedicated to innovation, sustainability, and excellence in operations. We are committed to delivering high-quality products and services to our customers, and our success is built on the foundation of skilled professionals who drive our business forward. We are currently seeking a meticulous and methodical SAP Coordinator to join our Accounts department, where you will play a vital role in managing our SAP Business One system.

Job Summary:

As the SAP Coordinator at Dai-ichi, you will be responsible for ensuring the smooth operation and management of our SAP Business One system. Your role will include creating and maintaining master data, resolving system issues, managing data migration, maintaining authorization controls, and generating reports through SQL queries. You will work closely with various departments to ensure the accuracy and integrity of our SAP system, supporting the overall efficiency of our business processes.

Key Responsibilities:

1. **Master Data Management:**
 - a. Create and maintain master data, including Inventory, Vendor, Customer, and GL Accounts.
 - b. Ensure accurate and timely updates to master data by coordinating with various departments.
2. **Issue Resolution:**
 - a. Analyze and resolve issues raised by users through problem tickets.
 - b. Collaborate with the core team to diagnose and fix system issues.
3. **Data Migration:**
 - a. Design and execute data migration from legacy systems to SAP Business One.
4. **Authorization Management:**
 - a. Maintain the authorization matrix to ensure proper access controls.
5. **Reporting and Maintenance:**
 - a. Develop SQL queries for report generation within the SAP system.
 - b. Maintain daily backups of the SAP system to ensure data security and integrity.

Job Requirements:

1. **Qualifications:**
 - a. B.Com / B.E Graduate in any discipline with a certified course in SAP.

2. Technical Requirements:

- a. **Operating System:** Windows 2017 & Server 2017
- b. **RDBMS:** SQL Server 2017
- c. **Reporting Tools:** SAP B1 (version 10 or above)
- d. **Crystal Reports:** Experience in development or modification

3. Personal Attributes:

- a. Methodical and meticulous approach to tasks.
- b. Ability to adhere to organizational discipline in all circumstances.

Why Join Dai-ichi:

- 1. Be part of a company that values innovation, sustainability, and operational excellence.
- 2. Work in a dynamic and collaborative environment with opportunities for professional growth.
- 3. Contribute to the success of a leading specialty chemicals company.