



Job Title:	ERP Support Coordinator
Location:	SOL CARIBBEAN LTD
Reports to:	ERP Services Administrator
Subordinates:	None
Purpose:	Primary interface between Sol Caribbean Ltd. and its network of companies.
Principle Accountabilities:	<ul style="list-style-type: none"> • Report writing and maintaining of Vivid (or any other reporting software used by The Group) and Smart-list Reports. • Support of ERP Department managed applications within the organization. • General administration of scheduled tasks. • Provide support to the finance team for month-end and year-end data integrity verification. • Support Microsoft Dynamics GP users across the organization, including profile management, installation and upgrades. • Assist with other day-to-day GP and Finance functions and responsibilities. • Facilitate ERP application training for new and existing users throughout the group as needed. • Provide Support for Bank Reconciliation process. • Provide assistance on less technical GP cases. • Any other duties, compatible with the level of position that may be assigned from time to time.
Qualification Requirements:	<ul style="list-style-type: none"> • A Degree (BS/MIS/Accounting) or a related field from a institution is required. • Microsoft certification would be an asset.
BOLD Behaviours and Values	<ul style="list-style-type: none"> • Be an ambassador and supporter of our BOLD leadership behavior and values. <div style="text-align: center;"> </div> <ul style="list-style-type: none"> • When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team <div style="text-align: center;"> </div>

<p>Other Competency Requirements:</p>	<ul style="list-style-type: none"> • Experience with accounting systems, especially Microsoft GP • be an asset. • Able to self-plan, motivate, and deliver results. • Demonstrates enthusiasm and an attitude to work well with others in team. • Excellent interpersonal relationships. • Expresses confidence in dealing with persons.
<p>Other Information:</p>	<p>Barbados is the preferred base location for this position. Qualified applicants from other locations will be considered.</p>
<p>Application Procedures:</p>	<p>Applications are to be submitted by completing the Sol Job Application Form available on the Sol website at www.solpetroleum.com and submitted via e-mail to Careers@solpetroleum.com Deadline for applications is 18 September 2020 to express an interest. Subject line: ERP Support Coordinator Applicants must complete all the requested information to be considered. Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.</p>