

GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.



Job Title: Operations Admin/Jr. Analyst

Last Update: 3/12/2021

Reports to: Business Analyst

Supervises: None

Department/Location: Information Technology/Rogers, MN

Work Schedule: Generally, 8-5 with flexibility for earlier start/leave or later start/leave

Eligible for remote work: Yes, up to 20%

Basic Function: Supports purchasing and sales functions through inventory reporting, vendor reporting, special projects, and dealer support.

Essential Functions:

- Creates, maintains, and distributes various reports including ecommerce sales, inventory slow move/no move, and inventory in-stock metrics.
- Provides administrative support for Business Central ERP.
- Manages customer account administration including, but not limited to following power link set up/account maintenance, DDIN account set up/account maintenance, and customer account maintenance.
- Develops lists for selling and prospecting campaigns.
- Report's development and analysis using Jet reports for ongoing and ad hoc reporting.
- Participates in special projects related to vendors, inventory, and/or customers.
- Keeps supervisor informed of important developments, potential problems, and all related information necessary for effective management.
- Performs all other duties as apparent or assigned.
- Attends training as directed by GNE.

Secondary Functions:

- Backs up IT by providing end user support.
- Develops user training for IT functions.

Knowledge/Skills/Abilities:

To perform this job successfully, the candidate must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to see a job through to completion and the passion to believe in the quality and value that you provide.
- Knowledge of and willingness to follow company policies.
- Honesty, dependability, and unconditional ethics. Treat people with respect; work with integrity and ethics; upholds organizational values.
- Teamwork – Balance teamwork and individual responsibilities; Exhibit objectivity and openness toward others' views; Give and welcome feedback, Willingness to assist others.
- Take initiative to locate missing information or find possible solutions to an issue.
- Conduct oneself in a professional manner.

- Speak, write, and read English.
- Ability to communicate effectively, both verbally and in writing, with a wide variety of internal and external customers/vendors.
- Able to adapt to changes in work environment; change approach or method to best fit the situation; ability to deal with frequent change.
- Ability to effectively manage timetables, time requirements and deadlines.

Qualifications and Experience:

Required

- High school diploma or equivalent.
- 2+ years of report writing and/or data analysis or post-secondary education in related field.
- Outgoing, professional attitude.
- Strong analytical and organizational skills.
- Proven attention to detail.
- Understanding of Accounting, Financial Statements, Budgets.
- Intermediate Excel and Word skills, working knowledge of ERP software.
- Ability to communicate effectively verbally and in writing with customers, vendors, and coworkers.

Preferred

- Bachelor's Degree.
- Project management experience.
- Experience with Business Central ERP and/or JET reports strongly preferred.
- Same or related industry experience.

Budgetary Responsibilities: None, however position will influence key functions within company.

Machines/Equipment: In the normal course of performing this job a telephone, copier, RF scanners and personal computer will be used.

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.

- Frequently required to sit, use hands to handle objects, speak and hear.
- Frequent wrist and/or hand movement is required.
- Ability to frequently lift up to 10 lbs.
- Frequent bending, twisting, stooping, reaching, and lifting.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Travel: Minimal local travel may be required.

Work environment:

- **Office:**
Office setting is climate controlled, and the noise level is usually quiet to moderate.
- **Warehouse:**
Warehouse setting is partially climate controlled, and the noise level is usually moderate. Employees may be regularly exposed to forklift, foaming, and cutting equipment.

Summary: This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.