

<b>Position Title:</b> IFS Functional Lead	<b>Department:</b> IT Department	<b>Reports To:</b> Software & Technology Manager
<b>Level:</b> Mid Level	<b>FLSA Status:</b> Salary Exempt	<b>Supervisory Requirements:</b> No
<p><b>Position Summary:</b> Burt Process Equipment is a global fluid handling equipment distributor and system manufacturer dedicated to best serving our customers. In 2023, Burt Process Equipment went live with IFS Cloud ERP software to help manage our business needs. The IFS Functional Lead role is primarily focused on providing an ever-improving ERP experience to users throughout the company and improving the efficiency of tasks through process improvement and documentation, new module rollout, and training. Typical requirements include, but are not limited to, requirement gathering, writing functional specifications, collaborating with technical teams, and advising on and designing new module rollouts. The ideal candidate effectively collaborates with personnel less familiar with the IFS modules to develop, improve, and document processes that solve complex business problems.</p>		
<b>Essential Functions:</b>		
<ul style="list-style-type: none"> <li>Act as the functional lead and subject matter expert for IFS Cloud across core operational modules.</li> <li>Translate business requirements into IFS Cloud functional designs and configurations.</li> <li>Lead fit-to-standard and fit-gap workshops and document outcomes.</li> <li>Configure and optimize IFS Cloud Modules to support end-to-end business processes.</li> <li>Support testing activities including unit testing, SIT, and UAT.</li> <li>Serve as the primary functional liaison between business users, IT, and external partners.</li> <li>Support training, post-integration go-live stabilization, and ongoing enhancements.</li> <li>Perform or assist with end-to-end testing for service and release updates.</li> </ul>		
<b>Knowledge &amp; Skills:</b>		
<ul style="list-style-type: none"> <li>Strong problem-solving and analytical skills.</li> <li>Excellent communication and teamwork abilities.</li> <li>Willingness to learn and accept constructive feedback.</li> <li>Proficiency with Microsoft office programs.</li> <li>Detail-oriented, self-organized, and driven.</li> </ul>		
<b>Minimum Qualifications:</b>		
<ul style="list-style-type: none"> <li>3+ years of hands-on experience working with IFS Cloud.</li> <li>Strong functional experience in Supply Chain, Inventory, Distribution, Service/Maintenance, Manufacturing, and Finance.</li> <li>Experience leading functional ERP workstreams.</li> <li>Strong business process analysis and documentation skills.</li> <li>Excellent communication and stakeholder engagement abilities.</li> <li>Preferred: <ul style="list-style-type: none"> <li>Experience as a functional lead or senior functional consultant on IFS implementations and new module rollout.</li> <li>Experience with upgrades, rollouts, or multi-site ERP environments.</li> <li>SQL &amp; Operational report and lobby development experience.</li> </ul> </li> </ul>		
<b>Physical Requirements:</b>		
<ul style="list-style-type: none"> <li>Must be able to lift 10 lbs. unaided.</li> <li>Must be able to sit for long periods of time.</li> <li>Must be able to type, bend and reach.</li> </ul>		
<b>Environment:</b>		
<ul style="list-style-type: none"> <li>Typical professional office environment; as well as exposure to manufacturing conditions.</li> <li>Must be able to handle varying levels of stress while working in a fast-paced environment.</li> <li>Routinely use standard office equipment such as computers, phones, copiers, printers, etc.</li> <li>Must contribute to a positive working environment; must be a team player.</li> </ul>		

All duties and responsibilities are essential job functions and requirements of this position. These are subject to possible modifications to accommodate individuals with disabilities reasonably. To perform this job successfully, the team member(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill and abilities for this position. This in no way states or implies that these are the only job duties to be performed by the team member(s). Team member(s) will be required to follow any other job-related assignments, instructions and duties instructed by authorized personnel.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_