

## **JOB DESCRIPTION**

### **NETSUITE ADMINISTRATOR – BASED IN PHILIPPINES**

#### **Brief description**

The position of NetSuite Administrator consists of performing various tasks: customizations, scripting, workflows, troubleshooting, bundling, integrations and maintaining the system

#### **Tasks**

- Responsible for day to day support, administer and troubleshooting of the NetSuite system and its integration
- Able to do with CRM, Suite Flow, Customization of forms in PDF / HTML, Bundling and Integrations
- Creating Advanced / PDF Templates, Various Report, and Save Searches
- Performs data import, system configuration and reports creation
- Develop work flow configurations and customizations of NetSuite to meet evolving needs
- Implementation of custom approval workflow design and development process for Purchase Orders and AP invoice
- To analyze business requirements and translate into functional system implementation and development
- Work with various teams to identify opportunities for business process improvement
- Work with Manufacturing Department to understand the concept of BOM - Bill of Material
- To maintain the ERP System and perform other related duties assign by Superior
- Assist in day to day operation such as administrations paperwork and shipping coordination

#### **Qualifications and Requirements**

- 5 years of NetSuite ERP, CRM and Administrator Experience with NetSuite One World, including Multi-Region / Country Administration
- Excellence Knowledge and Skills In all NetSuite Modules, Apps, integrations, customization, mapping processes, creating new processes and able to meet deadline

**Competencies (in order of importance)**

- Dependability — Job requires being Reliable, Responsible, and Dependable, and fulfilling obligations.
- Integrity — Job requires being Honest and Ethical.
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Lines of communication**

- To the Managing Director
- To PTW Staffs in Singapore, Austria, and Philippines.

**Working conditions**

- This is a full-time position based in PTW Philippines Office (PEZA – Pulung Cactud, Angeles City)
- Only Philippines Nationality Need to Apply
- Candidate are to report to PTW Asia Office (Singapore) when required

Interested candidate, please submit your updated resume indicating the position apply for, with your latest photo and your expected salary to **hr@ptwsingapore.com**