

Mizkan America, Inc.

Job Title: Application Developer, D365 F&O

Based in Mount Prospect, IL, Mizkan America is a subsidiary of the Mizkan Group, a global, family-owned company that has been Bringing Flavor to Life™ for more than 220 years. As one of the leading makers of vinegars, condiments and sauces in the United States, Mizkan America maintains 12 manufacturing facilities that serve the retail, food service, specialty-Asian, and food-ingredient trade channels. We are committed to following our two core principles: continuously challenging the status quo and delivering only the finest products for our customers. Our leadership seeks out, embraces, and implements ideas for improvement from all of its employees. Transparency and accountability are two key factors that drive our company's overall management approach.

We are looking for people who are seeking to deliver their best so that we can deliver ours. Above all, we're dedicated to maximizing the potential of our greatest assets—our team members. That's reflected in our ongoing commitment to recruit, develop, reward and retain our talented, multicultural workforce. We hope to see you as part of our team's future success!

SUMMARY: Step into the role of a Process Specialist, where your organizational skills will play a supportive and vital role in the smooth operation of our business. In this administrative position, you'll meticulously gather and verify data, ensuring accuracy and order. Your work will streamline processes and aid in the communication of business information, providing a steady foundation for our team's success. It's a chance to shine behind the scenes and contribute to our collective goals in a meaningful way.

RESPONSIBILITIES:

- Route invoice discrepancies identified in D365 and delegate it to the correct approval workflow.
- Complete standardized tasks in our Procure-to-Pay (P2P) system that has been identified to maintain process and data integrity.
- Monitor and answer P2P process inquiries that come into an email inbox as well as an online folder. Training will be provided.
- Communicate with new and current suppliers regarding P2P capabilities and to schedule meetings between the required stakeholders.
- Provide training and support to end-users and stakeholders on standard processes.
- Analyze business requirements and identify opportunities for improvement.

- Troubleshoot and resolve common issues or errors related to our standard processes.
- Monitor and evaluate the performance and effectiveness of automated processes.
- Collaborate with other teams and departments to ensure alignment and integration of automation solutions.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

- Bachelor's degree in business management, supply chain management, or related field.
- 2 Years or equivalent internship experience in professional business environment, procurement related a plus.
- Proficient in Excel and PowerPoint.
- Strong analytical, problem-solving and communication skills.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Must be available in office Wed and Thu.

COMMENTS: This job description reflects assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.