

# Kubota Engine America

**JOB TITLE:** SAP S4Hana EWM Functional Analyst  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Information Technology Director

## Job Description Summary

The S4 Hana Extended Warehouse Management (EWM) Functional Analyst is responsible for coordinating the necessary support and development in SAP S4 for warehouse functions. This role involves reviewing business processes to identify opportunities and strategies for enhancing business efficiency. Additionally, the analyst assists business users in executing business strategies and processes, ensuring that the desired outcomes are achieved in a timely manner.

## Duties and Responsibilities

- **Primary On-Site Contact:** Serve as the main on-site point of contact for the warehouse in the SAP S4 EWM area.
- **Issue Resolution:** Utilize domain expertise and onshore / offshore resources from the Application Management Support team to resolve issues promptly.
- **Solutions Design and implementation:** Hands on experienced in designing customized transactions, programs and delivering solutions in SAP EWM
- **Stakeholder Collaboration:** Collaborate with various stakeholders to implement SAP S4 minor enhancements successfully.
- **Project Management:** Independently manage small to medium-sized projects related to warehouse functions.
- **Testing Assistance:** Assist the business with User Acceptance or Regression Testing.
- **Testing Automation:** Identify regression testing scenarios and leverage testing automation where possible.
- **Proactive Issue Identification:** Proactively identify issues in SAP EWM processes and related interfaces.
- **IDOC EDI Mapping Support:** Assist business users with SAP EWM IDOC EDI mappings and issue resolution.
- **Process Improvement:** Independently identify and implement process improvements.
- **Risk Management:** Identify and address operational, financial, and technological risks within EWM.
- **Relationship Building:** Build and maintain relationships with key stakeholders.
- **Alignment with System Strategy:** Work with the Center of Excellence to ensure all business requirements align with the overall system strategy.
- **Documentation and Training:** Prepare technical documents, procedures, manuals, and guidelines for business users and conduct user training as required.
- **Industry Awareness:** Maintain an up-to-date understanding of industry trends, technical developments, and other related activities affecting current and future needs.
- **Work Environment:** Maintain an organized and secure work environment.
- **Cross Departmental Support:** Support co-workers in other departments as needed.
- **Activity Reporting:** Inform the manager of all noteworthy activities.
- **Safety and Compliance:** Follow safety guidelines, department, and corporate policies and procedures.

## Authority

N/A

## Job Knowledge, Skills and Abilities

- Hands-on experience with SAP IMG (Implementation Guide) configuration.
- Broad knowledge of SAP EWM end-to-end business processes.
- Sound hands on knowledge of EDI-IDOC Interface mappings.
- Broad knowledge of data processing systems, concepts, and methodologies.
- Ability to communicate Functional & Technical concepts to technical and non-technical audiences.
- Ability to work after normal business hours without prior notice in case of system disruption or equipment failure, etc.,

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- Good to have, but not mandatory, working knowledge of SAP OTC processes.
- Ability to work independently with minimal supervision; be reliable and punctual.
- Ability to multi-task, establish priorities and meet deadlines, maintain a flexible attitude and approach towards assignments, and maintain a level of organization in a changing and fast paced environment.
- Ability to work seamlessly with cross functional teams.
- Strong command of the English language, both written and verbal.
- Ability to comprehend a variety of instructions, both oral and written.
- Ability to communicate in a professional manner with top managers and junior staff members.
- Ability to be tactful and diplomatic in challenging situations.
- Ability to maintain a high level of confidentiality.
- Excellent presentation as well as oral and written communication skills.
- Strong problem solving and discernment skills for various decisions such as addressing highly complex technical issues. Excellent analytical skills.
- Advanced knowledge of word processing, presentation, and spreadsheet applications and working knowledge of database applications.
- Working knowledge of Microsoft Windows operating systems.
- Working knowledge of warehouse IT hardware: printers, RF scanners, packing stations.

## **Education and Training**

- Bachelor's degree in information systems, Supply Chain or related field
- SAP EWM Certification preferred.
- 2 to 5 years' experience with SAP ECC or S4/HANA in EWM functional support role, preferably from the distribution or manufacturing industry.

## **Physical Demands**

- Sitting for long periods of time with some walking, stooping, bending, and reaching.
- Dexterity to make fast, simple, repeated movements of the fingers, hands, and wrists.
- Movement by holding, turning, and grasping objects.
- Reaching and extending hands in any direction.
- Feeling temperature, shape, or texture by means of senses in skin.
- Occasional lifting and/or moving up to 25 pounds.
- Ability to hear normal conversations on the phone or in person.
- Ability to see more than 20 feet.
- Ability to see color and see/read computer screen.

## **Work Environment**

- Work is performed in an office environment. Noise level is moderate.
- Moderate exposure to the warehouse. Moderate exposure to temperature variations when shipping doors are open.

## **Tools and Equipment**

- Computer and other general office equipment.