



Job Description

i. General Information	
Role: Sr. Executive- Navision	Department: IT
Corporate Office: Gandhi Gram	Job Grade/Level: Grade -
Functional Reporting: Operations Head and Finance Head	Administrative Reporting:
ii. Job Objective	
<p>Responsible for capturing and analyzing functional specifications provided by business users. Required to work along with development team and outside agency to effectively translate business requirement to NAV functionality.</p>	
iii. Key Result Areas	
Planning & Execution	<ul style="list-style-type: none"> • Enhancement of Navision in various business areas after understanding business requirement. <ul style="list-style-type: none"> • Supply chain Management (Raw Material Planning, Vendor Management, Quotation Management, Purchase Order, Delivery Tracking, etc.) • Production planning (Production Forecast, Resource Allocation, Dispatch Management etc.) • Warehouse management etc. • Finance and Accounting Functions • Investigate and Resolve Functional Gaps in Navision while working along with Development Team. • Documentation of Navision Process Changes Requests and ensuring successful change of processes in NAV. • Maintaining user training calendar and providing regular training as and when needed. • Training new joiners on Navision functionalities based on their roles and responsibilities. • Maintaining and updating user training and reference manuals as per specific areas of function. • Assigning Navision User roles as per functional requirement of the user. • Upgrade of Navision to newer versions • Understanding business report requirements and getting the right reports implemented. • Preparing Test cases and conducting UAT tests along with business users. <p>Implementing enhancements in Navision to ensure data security and reducing data leaks, if any.</p>
Coordination	

Reporting	<ul style="list-style-type: none"> • Reports to Sr. Manager, Strategy and New Business Development • Secondary Reporting to Operations Head, OPEX Team and Managing Director • Attend weekly meetings with management to update on enhance projects of Navision and inform on any obstacles being seen in easy working. • Attending weekly meetings with Senior Management to update
Meeting	<ul style="list-style-type: none"> • Attend meetings with the stakeholders to understand the need of development of Navision system and implement the same. • Meeting with the external vendors

iv. Key Performance Indicators

Time Saving in Business Functions	Reduction in time taken to complete a business function through effective implementation and enhancement of Navision system
Cost Savings in Business Functions	Reduction in cost incurred to complete a business function through effective implementation and enhancement of Navision system
Data Efficacy	Reduction in number of errors seen in the data presented from Navision due to errors in the system.
Focused Enhancement Projects	Number of enhancement projects identified and implemented leading to a significant improvement in working of the business.

v. Stakeholder Interactions

Type of interaction	Interaction With	Nature of interaction
Internal	Director, Operations Head	Understanding Functional Requirements in Purchase, Manufacturing and Warehousing and documenting the same.
Internal	Purchase Head	Understanding detailed functional requirements of purchase team in terms of processes and reports required.
Internal	Factory Head and Manufacturing Team	Understanding detailed functional requirements of manufacturing team in terms of processes needed for effective planning, forecasting and executing orders.
Internal	Warehouse and Store Team	Understanding detailed functional requirements of warehouse team in terms of processes needed for effective planning, tracking of materials, etc.
Internal	Other Stakeholders	Sales Team, Logistics Team, etc.
Internal	Senior Management	Understanding Functional Requirements of the business and providing the required reports.
External	Navision Agency	Coordinating various implementation and enhancement projects with the external Navision Consultants and agency.

vi. Job Specifications

Qualification:	B. Tech/ BCA
Relevant Experience:	Minimum 5-8 Yrs.
Knowledge and Skills Required:	<ul style="list-style-type: none">• MS Office Microsoft Dynamics Navision ERP