

Staff Analyst, Procurement Systems

Aleris International Inc. is a leader in the aluminum manufacturing and recycling industry with over 40 locations around the world. We are fast, flexible and focused on sustaining growth and increasing our market share. Our Information Technology Group in Irving, Texas is recruiting for a talented Staff Analyst, Procurement Systems to fill a high profile position that will assist the procurement organization with centralizing it's function and providing significant cost savings.

This key player will encompass implementing and supporting the core operational Oracle procurement systems such as iProcurement and Oracle Purchasing. Critical duties will include end user support, maintenance of the internal and external item catalogs, external catalog connectivity, supplier onboarding, supplier technical support and implementations of new and existing functionality. This individual will also be responsible for developing and communicating training and desktop reference materials and support documentation.

Responsibilities Include:

- Assists in implementation of all Oracle modules encompassing the Procure-to-Pay process (iProcurement, Purchasing, Inventory, Payables, (OBIEE) Oracle Business Intelligence Enterprise Edition and additional future modules)
- Provides primary functional support to entire Oracle Non-Metal Procurement user base
- Provides primary technical support to entire Oracle NMP user base including technical troubleshooting of system issues, creating Oracle Technical Assistance Requests and ensuring minimal downtime or business inconvenience.
- Assists in developing & implementing user training & documentation for User base.
- Supports the internal catalog function, including assisting with the entry and maintenance of bulk item loads, bulk catalog loads and associated ongoing maintenance
- Assists with creating functional requirements for future NMP reporting needs, and communicating with the Business Intelligence resource(s) to ensure the creation of quality reports within the BI tool.
- Works with the NMP department to identify inefficiencies in Procure-to-Pay processes and implements business solution improvements
- Works closely with the NMP depart to detect any changes in requirements to existing reports or functions in order to suggest business effective and cost effective solutions.
- Member of future implementation project teams created to integrate acquisitions into existing Oracle environment

Required Knowledge:

- 2+ years experience with one or more of the following Oracle modules: Purchasing, iProcurement, Inventory, Payables supporting a procurement or finance group.
- Familiarity with relational data architecture or structures and or item cataloging architecture.
- Basic/Intermediate SQL skills and Microsoft Excel, Word and Powerpoint skills.
- BS in CIS/MIS/Computer Science OR Logistics/Supply Chain preferred
- Excellent interpersonal and business communication skills.
- Ability to work with diverse and remote users and travel 35%.

Aleris offers a competitive base salary, an attractive benefits program which includes: Medical, Dental, Prescription Drug, Vision, 401 (k) Plan, Life, AD&D, LTD. To apply, send your resume and cover letter with salary expectations to recruiter@aleris.com. Please place your name and "Staff Analyst, Procurement Systems" in the subject line of your e-mail. For more information, visit www.aleris.com. Aleris is an equal opportunity employer and supports diversity in the workplace. PLEASE, NO AGENCY CALLS!

