EMPWR

SAP Production Administrator

YOUR CAREER

The SAP Production Administrator is responsible for managing the day-to-day SAP activities that support production operations. This role ensures production data is accurate, timely, and properly maintained in SAP to support scheduling, inventory control, reporting, and operational decision-making. The position works closely with Production, Planning, Inventory, and Quality teams to keep SAP aligned with what is actually happening on the floor.

Responsibilities

- Enter, maintain, and validate production data in SAP, including production orders, confirmations, material consumption, and labor reporting

- Update and close production orders in SAP in alignment with daily production activity

- Troubleshoot and resolve SAP issues impacting production, escalating system issues as needed

- Coordinate with Production and Planning to ensure schedules and changes are accurately reflected in SAP

- Monitor data accuracy related to inventory movements, yields, scrap, and variances

- Analyze production and inventory data to identify trends, discrepancies, and improvement opportunities

- Support cycle counts and inventory reconciliation activities within SAP

- Generate standard SAP reports related to production, inventory, and performance metrics

- Create, maintain, and update documentation for SAP production processes, workflows, and system changes

- Develop, update, and deliver training to employees on SAP production functions and system usage

- Provide ongoing support to SAP users by monitoring recurring issues, following up on errors or data discrepancies, and retraining employees as needed to ensure proper SAP use

- Ensure compliance with internal controls, procedures, and data integrity standards

- Participate in continuous improvement efforts related to SAP processes and production workflows

What you bring

- High school diploma or equivalent required; associate degree or higher preferred

- 2+ years of experience working in SAP or an equivalent ERP system within a manufacturing or production environment

- Strong analytical skills with the ability to interpret production and inventory data and identify issues

- Strong understanding of production orders, inventory transactions, and basic manufacturing processes

- Demonstrated customer service skills with the ability to support internal users in a professional, responsive, and solution-oriented manner

- High attention to detail and strong data accuracy skills

- Ability to work in a fast-paced production environment and manage multiple priorities

- Proficient in Microsoft Excel and basic reporting tools

- Strong communication skills and ability to work cross-functionally

Preferred Skills

- Experience with SAP

- Manufacturing, food production, or CPG environment experience

- Prior experience supporting shop floor or operations teams