

# BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY



## JOB DESCRIPTION OF ERP OFFICER/MANAGER

<b>About BIMTECH</b>	Birla Institute of Management Technology (BIMTECH) was set up in 1988 by the Birla Academy of Art and Culture, with support from the Birla Group of companies. It was founded by the late Basant Kumar Birla and Sarala Birla, who were key leaders of the B K Birla Group. Every year, BIMTECH brings together students from almost all parts of India, along with some from other countries. It is a place where students learn about international business too. The mix of cultures, backgrounds, and experiences makes BIMTECH a lively and enriching place to study management.
<b>Industry</b>	Higher Education
<b>Post/ Job Title</b>	<b>ERP Officer/Manager</b>
<b>Job Type</b>	Regular Full Time
<b>Reporting to</b>	Registrar / ERP Steering Committee
<b>Job Location</b>	BIMTECH Campus, Greater Noida (Delhi NCR )
<b>No. of Position</b>	1 (One)
<b>Salary</b>	<b>Best in the industry, negotiable based on experience and expertise. Higher compensation may be considered for exceptional candidates.</b>
<b>Role</b>	We are seeking a technically strong and process-oriented ERP Officer/Manager to lead and manage the institute's ERP implementation. The role requires expertise in ERP systems, data management, vendor coordination, and institutional process mapping. The selected candidate will act as the central coordinator for ERP execution, ensuring timely delivery, smooth adoption, and long-term system effectiveness.
<b>The role comes with the following Responsibilities</b>	<p><b>ERP Implementation &amp; Project Execution</b></p> <ul style="list-style-type: none"> <li>• Lead end-to-end ERP implementation: requirements, configuration, testing, deployment, and go-live.</li> <li>• Coordinate with ERP vendors on customization, integrations, issue resolution, and upgrades.</li> <li>• Track project timelines, deliverables, and adherence to implementation milestones.</li> </ul> <p><b>Stakeholder &amp; Process Coordination</b></p> <ul style="list-style-type: none"> <li>• Collaborate with academic, administrative, finance, HR, admissions, and IT teams.</li> <li>• Conduct requirement workshops, documentation sessions, and UAT activities.</li> <li>• Serve as the single point of contact for all ERP-related communication.</li> </ul> <p><b>Technical Administration &amp; Data Management</b></p> <ul style="list-style-type: none"> <li>• Manage system setup, user roles, access controls, workflows, and module configurations.</li> <li>• Lead master data creation, data migration, validation, and quality checks.</li> <li>• Monitor system performance, security, and periodic updates.</li> </ul> <p><b>Training, Documentation &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Develop SOPs, workflow diagrams, and user manuals.</li> <li>• Provide user training and ongoing functional/technical support.</li> </ul> <p>Identify opportunities for process improvement and automation.</p>
<b>Essential Eligibility Conditions</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in CS/IT/Engineering (mandatory).</li> <li>• Master's degree (MCA/M.Tech/MBA-IT) preferred.</li> <li>• ERP certifications (SAP/Oracle/Dynamics/Higher-Ed ERP) desirable.</li> <li>• Project management certifications (PMP/PRINCE2/Agile) preferred.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• <b>ERP Officer/Manager:</b> 3–7 years in ERP implementation/administration. experience in ERP projects.</li> <li>• Experience in educational institutions preferred.</li> </ul>

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<b>Core Skills</b>	<ul style="list-style-type: none"><li>• Strong understanding of major ERP modules (Finance, HR, Admissions, Academics, Exam, etc.).</li><li>• Knowledge of SQL, databases, APIs, workflows, data migration.</li><li>• Excellent project management, communication, and documentation skills.</li><li>• Ability to manage change and work effectively with cross-functional teams.</li></ul>
✉ How to apply:	Kindly fill the application form using below mentioned google link and upload the latest resume. <b>G Form-</b> <a href="https://forms.gle/VVPxcSq9yiYL4o8A6">https://forms.gle/VVPxcSq9yiYL4o8A6</a>