

The ERP Project Manager is responsible for working closely with both the client and the Adroit NA PMO and team members to define project tasks, maintain project plans, coordinate action items, schedule meetings, and prepare regular status documents in support of implementations of our Food and Beverage clients that are implementing Microsoft's cloud-based ERP platform. You will be working with the senior executives of our clients to realign the company to a future state and to drive business performance improvement through the alignment of people, processes, and systems. This is a ground floor opportunity to work with true thought leaders in the food and beverage industry, supply chain planning, food safety, and ERP.

**A Day in The Life Typically Includes:**

- This is initially a virtual position with the flexibility to work from anywhere you have internet connectivity. As Covid restrictions abate, travel to client sites is possible provided all parties mutually agree we can do so safely.
- Work with the Program Manager to prepare and maintain project plans/tasks required to assist our clients to implement D365 Business Central and/or Aptean's Food and Beverage ERP.
- Define weekly activities, actions, and capture issues from key system reviews and ensure assignments to tasks and associated completion.
- Interface with customer project manager and team
- Schedule engagement meetings
- Ensure customer satisfaction and quality delivery against expected business outcomes
- Run reports from our Engagement Management System to prepare budget status
- Ensure implementation of change management and scope control within project
- Maintain forecasts in our Engagement Management System

**What You Will Need:**

Basic Qualifications:

- Have successfully managed a large ERP project
- Demonstrated problem solving skill set
- 4 Year College Degree
- Excellent attention to detail, time management and organizational skills
- Strong interpersonal, negotiation and persuasive skills at all levels
- Excellent writing skills
- Self-driven continuous learning / positive mindset
- Strong MS Office Skills – Excel, Powerpoint, Word

**What Will Put You Ahead?**

Preferred Qualifications:

- ERP Project management experience
- Experience with Microsoft Dynamics Business Central

- Participation in a large systems project such as an ERP implementation
- Food and Beverage Industry Experience
- Familiarity with MS project and/or Smartsheets

**Adroit employees have:**

- A sense of passion, urgency and individual self-motivated drive
- Continuous self-investment
- High degree of integrity – do the right thing
- Creativity – challenge the status quo
- Respect and Unity
- Humility – believe in something greater than ourselves

Adroit does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, marital status, age, veteran status, protected veterans, military service obligation, citizenship status, individuals with disabilities, or any other characteristic protected by law applicable to the state in which you work.

**Seniority Level**

Mid-level