

Business Systems Administrator – Mississauga, ON

We are the goba Sports Group and we believe in getting people to Go Outside and Be Active! We provide quality outdoor products for Performance, Team, Recreational and Family Yard activities. We, along with our distribution partners, represent 8 brands in 20 countries including Springfree Trampoline, Athletic Locker, Teva, Hoka One One and goma. We are a dynamic and entrepreneurial company that can give you a fun, empowering and positive place to work.

As part of the global ERP support team, the Business Systems Administrator is **responsible for managing and maintaining all business systems as it pertains to NetSuite, 8x8 and related applications**. The Business Systems Administrator reports to the Business Systems Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Configure and maintain all NetSuite functionality
- Lead development, monitoring and maintenance of processes and documentation as it pertains to business systems for the end user training
- Lead trainer to provide initial end user training
- Continually review all internal global processes with stakeholders for improvements
- Ensure business and end uses have appropriate communication and are aware of changes that effect the end users
- Make sure projects are delivered on time and in budget
- Efficiently resolve issues that arise to business applications
- Provide excellent internal customer support

BEHAVIOURAL COMPETENCIES

- Integrity and Trust: is a direct, truthful individual who keeps confidences and admits mistakes.
- Self-Development: is personally committed to and actively works to continuously improve themselves, willing to act on constructive feedback and coaching.
- Customer Care: is dedicated to meeting the expectations and requirements of internal and external customers, acts with the customer in mind.
- Drive for Results: can be counted on to deliver or exceed goals consistently, always gets things done on time.
- Peer Relationships: is a cooperative team player who easily gains trust and support of peers.
- Caring about People: is interested in the work and non-work lives of those around them.
- Problem Solving: uses logical processes and methods to solve problems. Uses sufficient information to make informed decisions.
- Interpersonal Savvy: relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; uses diplomacy and tact.
- Learning on the Fly: Learns quickly when facing new problems; open to change, enjoys the challenge of unfamiliar tasks, relentless and versatile learner.

EDUCATION AND EXPERIENCE

Minimum qualifications:

Please forward an updated resume to mwinfield@gobasports.com

- Bachelors or College Degree
- 3 years internal technical and business support, business process documentation, supplier liaison and end user training.
- Advanced level of computer literacy skills including proficiency in Microsoft Office Suite
- Prior NetSuite experience

Preferred qualifications:

- Previous experience with E-Learning Training, Call Centre, Email Marketing and Integration Software an advantage
- Excellent business sense, problem solving, project management and analytical skills