**SAP Requirements - Minneapolis, MN.**

**1. SAP - Functional Analyst - MGMS**   
  
The Functional Analyst is responsible for understanding technical and business needs and troubleshooting issues, configuring and testing solutions to meet those needs. The Functional Analyst is a key resource with technical and business experience in relevant processes and applications. He/she works with the other team members to translate business requirements into solutions that enable the organization to achieve its goals. This role is specifically focused on our Manage Goods Movement & Storage (MGMS) processes which require an understanding of activities required to plan, optimize, move, transfer, store and manage the flow of goods and freight between origin and destination. This includes all raw materials, work in process, finished goods, ingredients, plant supplies, and MRO items that require transport and/or storage. All transportation modes and shipments are included. All storage facilities types, including elevators and transfer terminals, are included. Includes inventory management and forwarding processes.   
  
**Principal Accountabilities:**   
  
• Identify, analyze and validate solutions for issues submitted by end users.   
• Configuration, development coordination and testing of solutions.   
• Assist Solution Analyst in gathering and analyzing technical requirements to make recommendations on the solution.   
• Translate business requirements into functional design specifications. In some instances the Functional Analyst may also support the creation of technical designs.   
• Work with other project or support teams to create integrated solution designs and provide ongoing support.   
• Write test scripts and use cases.   
• Develop the test scripts in alignment with the test plans.   
• Execute test scripts and use cases. Document test results.   
• Follow quality management policies, procedures and testing related guidelines when executing or creating the solution test scripts.   
• Complete solution testing documentation.   
• Teach other project and/or support team resources about specific application functionality - this could be formal training, or more informal knowledge transfer.   
• Support Project and Application teams during implementation of solutions.   
• Develop in-depth knowledge of the specific applications.   
• Document solution designs.   
• Ensure that changes to designs are reflected in project and support documentation.   
• Miscellaneous Duties as assigned   
  
  
**Qualifications**:

**Required:**   
• Computer Science degree or Business degree with 2+ years of related technical or business experience OR 5+ years of related technical experience.1-3 years of Application Development and/or Support   
• Experience working on at least one full lifecycle SAP implementation.   
• 2+ years experience with end user support or process design and improvement projects.   
• Experience developing, deploying and/or working with transportation management systems to optimize or process shipments.   
• Experience in gathering business requirements.   
• Ability to translate business process requirements into process, data and technology solutions.   
• A proven track record of performance with increasing technical responsibility.   
• Demonstrated ability to excel in ambiguous situations   
• Active inquiry skills   
• Strong written communication skills   
• Ability to travel up to 10% as the project needs ebb and flow   
• Willing and able to rotate shifts and/or work on second shift.   
• Willing and able to be on a rotating on-call schedule including some weekends and holidays.   
• Past experience with one or more of these SAP modules: - WM / IM / TPVS / TM   
o SAP (TM) Transportation Management   
o SAP (IM) Inventory Management   
o SAP (LO) Logistics   
o SAP (WM) SAP Warehouse Management   
o SAP (TPVS) SAP Transportation Planning Vehicle Scheduling   
o SAP (MM) Materials Management   
• Transportation Planning   
• Transportation Optimization   
• Freight Tendering   
• Freight Payments   
  
**Preferred:**   
• Past experience with SAP IDOC management   
• Past experience with SAP Portal   
• Past experience in Transportation or Warehouse EDI messaging   
• Experience modeling business processes, i.e. ARIS modeling.   
• Various transportation modes: truck, rail, barge, pipeline, bulk marine, container, multimodal, etc…   
• Various warehousing: terminal, elevator, warehouse, pile, tank, bin, rack, etc…   
• Supply network optimization   
• Working capital optimization   
• Forwarding and associated documentation   
• Import/export

**2. SAP - Functional Analyst - OTSC**  
The Functional Analyst is responsible for understanding technical and business needs and troubleshooting issues, configuring and testing solutions to meet those needs. The Functional Analyst is a key resource with technical and business experience in relevant processes and applications. He/she works with the other team members to translate business requirements into solutions that enable the organization to achieve its goals. This role is specifically focused on Order and Trade Settlement to Cash (OTSC) processes which require an understanding of order to cash activities that are required to maintain sales and distribution master data, process sales orders/contracts/complaints, enable delivery phase and successfully invoice the customer. This includes pricing and output determination through the condition technique, material determination, item category usage, A/R activities using FSCM functionality, credit management, dispute and collection processes, sales area usage and customer billing. All OTSC-related troubleshooting and custom reporting activities are included.   
  
**Principal Accountabilities**   
  
• Identify, analyze and validate solutions for issues submitted by end users.   
• Configuration, development, coordination and testing of solutions.   
• Assist Solution Analyst in gathering and analyzing technical requirements to make recommendations on the solution.   
• Translate business requirements into functional design specifications. In some instances the Functional Analyst may also support the creation of technical designs.   
• Work with other project or support teams to create integrated solution designs and provide ongoing support.   
• Write test scripts and use cases.   
• Develop the test scripts in alignment with the test plans.   
• Execute test scripts and use cases. Document test results.   
• Follow quality management policies, procedures and testing related guidelines when executing or creating the solution test scripts.   
• Complete solution testing documentation.   
• Teach other project and/or support team resources about specific application functionality - this could be formal training, or more informal knowledge transfer.   
• Support Project and Application teams during implementation of solutions.   
• Develop in-depth knowledge of the specific applications.   
• Document solution designs.   
• Ensure that changes to designs are reflected in project and support documentation.   
• Miscellaneous Duties as assigned   
  
  
**Qualifications**

**Required:**   
• Computer Science degree or Business degree with 2+ years of related technical or business experience OR 5+ years of related technical experience.1-3 years of Application Development and/or Support   
• Vistex experience helpful.   
• 2+ years experience with end user support or process design and improvement projects.   
• Experience developing, deploying and/or working with SAP order processing and order management activities.   
• Experience in gathering business requirements.   
• Ability to translate business process requirements into process, data and technology solutions.   
• A proven track record of performance with increasing technical responsibility.   
• Demonstrated ability to excel in ambiguous situations   
• Active inquiry skills   
• Strong verbal and written communication skills in English   
• Ability to travel up to 10% as the project needs ebb and flow   
• Willing and able to rotate shifts and/or work on second shift.   
• Willing and able to be on a rotating on-call schedule including some weekends and holidays.   
• Past experience with one or more of these SAP sub-processes within OTSC:   
• Pricing   
• Sales Order Management organizational structure and master data   
• Credit Management   
• Material Determination   
• Output Determination   
• A/R using FSCM   
• Dispute/Collections Processes   
• Vistex   
• Item categories   
• SmartForms   
• EDI order/invoice processing   
• Contracts   
• Incentives and Commissions, Sales Programs, Accruals   
• Interaction between sales orders and deliveries   
• Billing (order-related and delivery-related)   
  
**Preferred:**   
• Past experience with one or more of these SAP sub-processes within OTSC:   
• Pricing   
• Sales Order Management organizational structure and master data   
• Credit Management   
• Material Determination   
• Output Determination   
• A/R using FSCM   
• Dispute/Collections Processes   
• Vistex   
• Item categories   
• SmartForms   
• EDI order/invoice processing   
• Contracts   
• Incentives and Commissions, Sales Programs, Accruals   
• Interaction between sales orders and deliveries   
• Billing (order-related and delivery-related)

**3. SAP - Functional Analyst - PLTP**   
  
The Functional Analyst is responsible for understanding technical and business needs and troubleshooting issues, configuring and testing solutions to meet those needs. The Functional Analyst is a key resource with technical and business experience in relevant processes and applications. He/she works with the other team members to translate business requirements into solutions that enable the organization to achieve its goals. This role is specifically focused on our Plan To Produce (PLTP) processes which require an understanding of activities required to produce and inspect the goods in a production plant. From the Execute Operations (ExOps) perspective, this includes creating and maintaining recipes, resources, bills of materials, releasing and confirming process orders, process instruction (PI) sheets, issuing of goods to process orders and backflushing of materials. From the Quality Management perspective (QM), this includes master inspection characteristics, creating inspection plans, processing inspection lots, usage decisions and material assignments.   
  
**Principal Accountabilities**   
  
• Identify, analyze and validate solutions for issues submitted by end users.   
• Configuration, development coordination and testing of solutions.   
• Assist Solution Analyst in gathering and analyzing technical requirements to make recommendations on the solution.   
• Translate business requirements into functional design specifications. In some instances the Functional Analyst may also support the creation of technical designs.   
• Work with other project or support teams to create integrated solution designs and provide ongoing support.   
• Write test scripts and use cases.   
• Develop the test scripts in alignment with the test plans.   
• Execute test scripts and use cases. Document test results.   
• Follow quality management policies, procedures and testing related guidelines when executing or creating the solution test scripts.   
• Complete solution testing documentation.   
• Teach other project and/or support team resources about specific application functionality - this could be formal training, or more informal knowledge transfer.   
• Support Project and Application teams during implementation of solutions.   
• Develop in-depth knowledge of the specific applications.   
• Document solution designs.   
• Ensure that changes to designs are reflected in project and support documentation.   
• Miscellaneous Duties as assigned   
  
  
**Qualifications**   
  
**Required:**   
• Computer Science degree or Business degree with 2+ years of related technical or business experience OR 5+ years of related technical experience.   
• Experience working on at least one full lifecycle SAP implementation.   
• 2+ years experience with end user support or process design and improvement projects.   
• Experience in gathering business requirements.   
• Ability to translate business process requirements into process, data and technology solutions.   
• A proven track record of performance with increasing technical responsibility.   
• Demonstrated ability to excel in ambiguous situations   
• Active inquiry skills   
• Strong written communication skills   
• Ability to travel up to 10% as the project needs ebb and flow   
• Willing and able to rotate shifts and/or work on second shift.   
• Willing and able to be on a rotating on-call schedule including some weekends and holidays.   
• Past experience with one or more of these SAP modules is required:   
• SAP Production Planning (PP)   
• SAP Production – Process (PP-PI)   
• SAP Quality Management (QM)   
  
**Preferred:**   
• Experience in plant operations   
• Quality inspections & techniques   
• Certificates of Analysis (COAs)   
• Past experience with one or more of these SAP modules or areas is preferred:   
• Supply Chain Management (SCM)   
• SAP Inventory Management (IM)   
• SAP Materials Management (MM)   
• Recipe Management   
• SAP Specification Database

**4. SAP - Functional Analys - RTR**  
The Functional Analyst is responsible for understanding technical and business needs and troubleshooting issues, configuring and testing solutions to meet those needs. The Functional Analyst is a key resource with technical and business experience in relevant processes and applications. He/she works with the other team members to translate business requirements into solutions that enable the organization to achieve its goals. This role is specifically focused on our Record to Report (RTR) activities which include:   
• Accounting policies, procedures and standardized chart of accounts   
• General ledger functions and journal entry processing   
• Inter-company accounting and account reconciliations   
• Fixed assets and project, cost and inventory accounting   
• Tax and Treasury accounting services   
• Compliance and controls   
• Monthly close process, financial consolidations and financial statements   
  
**Principal Accountabilities**   
  
• Identify, analyze and validate solutions for issues submitted by end users.   
• Configuration, development coordination and testing of solutions.   
• Assist Solution Analyst in gathering and analyzing technical requirements to make recommendations on the solution.   
• Translate business requirements into functional design specifications. In some instances the Functional Analyst may also support the creation of technical designs.   
• Work with other project or support teams to create integrated solution designs and provide ongoing support.   
• Write test scripts and use cases.   
• Develop the test scripts in alignment with the test plans.   
• Execute test scripts and use cases. Document test results.   
• Follow quality management policies, procedures and testing related guidelines when executing or creating the solution test scripts.   
• Complete solution testing documentation.   
• Teach other project and/or support team resources about specific application functionality - this could be formal training, or more informal knowledge transfer.   
• Support Project and Application teams during implementation of solutions.   
• Develop in-depth knowledge of the specific applications.   
• Document solution designs.   
• Ensure that changes to designs are reflected in project and support documentation.   
• Miscellaneous Duties as assigned   
  
  
**Qualifications   
  
Required:**

• Computer Science degree or Business degree with 2+ years of related technical or business experience OR 5+ years of related technical experience.   
• Experience working on at least one full lifecycle SAP implementation.   
• 2+ years experience with end user support or process design and improvement projects.   
• Experience in gathering business requirements.   
• Ability to translate business process requirements into process, data and technology solutions.   
• A proven track record of performance with increasing technical responsibility.   
• Demonstrated ability to excel in ambiguous situations   
• Active inquiry skills   
• Strong written communication skills   
• Ability to travel up to 10% as the project needs ebb and flow   
• Willing and able to rotate shifts and/or work on second shift.   
• Willing and able to be on a rotating on-call schedule including some weekends and holidays.   
• Past experience with one or more of these SAP modules:   
• SAP (FI) Financial Accounting: General Ledger, Asset Accounting, Tax   
• SAP (CO) Controlling: Profit Center Accounting, Profitability Analysis, Product Costing, Planning   
• SAP (FSCM) Financial Supply Chain Management: In-House Cash, Treasury   
• Past experience with Sabrix

**5. SAP - Functional Analyst - SCP**  
The Functional Analyst is responsible for understanding technical and business needs and troubleshooting issues, configuring and testing solutions to meet those needs. The Functional Analyst is a key resource with technical and business experience in relevant processes and applications. He/she works with the other team members to translate business requirements into solutions that enable the organization to achieve its goals. This role is specifically focused on our Supply chain planning processes which require an understanding of activities required to plan material in supply chain planning , demand planning process, and understanding of supply network, global available to promise , sales and operation planning.   
  
**Principal Accountabilities**   
  
• Identify, analyze and validate solutions for issues submitted by end users.   
• Configuration, development coordination and testing of solutions.   
• Assist Solution Analyst in gathering and analyzing technical requirements to make recommendations on the solution.   
• Translate business requirements into functional design specifications. In some instances the Functional Analyst may also support the creation of technical designs.   
• Work with other project or support teams to create integrated solution designs and provide ongoing support.   
• Write test scripts and use cases.   
• Develop the test scripts in alignment with the test plans.   
• Execute test scripts and use cases. Document test results.   
• Follow quality management policies, procedures and testing related guidelines when executing or creating the solution test scripts.   
• Complete solution testing documentation.   
• Teach other project and/or support team resources about specific application functionality - this could be formal training, or more informal knowledge transfer.   
• Support Project and Application teams during implementation of solutions.   
• Develop in-depth knowledge of the specific applications.   
• Document solution designs.   
• Ensure that changes to designs are reflected in project and support documentation.   
• Miscellaneous Duties as assigned   
  
  
**Qualifications   
  
Required:**   
• Computer Science degree or Business degree with 2+ years of related technical or business experience OR 5+ years of related technical experience.   
• Experience working on at least one full lifecycle SAP implementation.   
• 2+ years experience with end user support or process design and improvement projects.   
• Experience developing, deploying and/or working with SAP APO.   
• Experience in gathering business requirements.   
• Ability to translate business process requirements into process, data and technology solutions.   
• A proven track record of performance with increasing technical responsibility.   
• Demonstrated ability to excel in ambiguous situations   
• Active inquiry skills   
• Strong written communication skills   
• Ability to travel up to 10% as the project needs ebb and flow   
• Willing and able to rotate shifts and/or work on second shift.   
• Willing and able to be on a rotating on-call schedule including some weekends and holidays.   
• Past experience with one or more area in SAP APO   
o SAP Demand planning   
o SAP Supply network planning   
o SAP Production planning and detail scheduling   
o SAP Data and Core interface   
o SAP APO Global available to promise   
o Deployment inventory management and replenishment   
  
**Preferred:**   
• Past experience with SAP APO   
• Past experience with SAP GATP   
• Past experience in SAP solution manager   
• Experience modeling business processes, i.e. ARIS modeling.   
• Supply network planning   
• Past experience in demand planning   
• Past experience in remedy and ITIL tools   
• Past experience in sales and operation planning   
• Part experience in demand planning sales forecasting   
• Past experience in Production Planning and Detailed Scheduling - Short range planning used to create production plans and material requirements

**6. SAP - Technical Analyst - EDI**  
The EDI Analyst will provide technical support for critical business transactions. This position will insure the integrity and accuracy of inbound and outbound data and provide a key level of support for our external interfaces (banking, order and invoicing process, etc). In addition, the EDI Analyst will understand business requirements to perform new EDI set-ups.   
  
  
**Principal Accountabilities**   
  
• Provide troubleshooting support for end to end solutions and inquiries   
• Accountable for End to End resolution incidents   
• Facilitates interactions and escalations with consult groups   
• Tracks and monitors incident through lifecycle   
• Accountable for completion of all communication activities back to the consumer (while communication may be executed by others, case manager is accountable for the completion of communication activities)   
• Accountable for completion of all incident close out activities   
• Provide users with deep functional knowledge expertise to guide them through related transactions   
• Utilize knowledge management repository to resolve issues   
• Effectively guide callers to self service knowledge management assets to resolve their issue   
• Meet or exceed SLA’s and OLA’s   
• Understanding of ITIL processes and associated tools e.g. remedy   
• Use troubleshooting tools and utilities to support identification and delivery of incident resolution   
• Participate in bridge call scenarios along with outage notification   
• Coordinate, configure and test EDI trading partner set-ups   
• Update documentation after configuration changes   
• Facilitate and coordinate Trading Partner set ups and changes which includes organizing Business Contacts, Software Developers, VAN representatives, and Trading Partner representatives   
• Work directly with 3rd party providers (GXS (Cargill’s Value Added Network – VAN) or ATOS (SWIFT service provider) and software development teams to setup Trading Partner Maps and/or other changes   
• Perform technical evaluation of EDI set-up requests based on knowledge of technology capabilities, data standards, service level requirements and ongoing transaction costs for each partner   
• Assist and perform non-RICEFW application setup (NACE, EDPAR, EDSDC, WE20) and handoff to software development for approved EDI partners   
• Assist in the support and maintenance of Enterprise Application Integration (EAI) middleware, including investigation of transmission and data failures   
  
  
**Qualifications   
  
Required:**

• B.S. Degree in IT, MIS, CS or related disciple with 5+ years of business experience   
• 1-3 years of Application Development and/or Support   
• 3-5 years experience working with EDI   
• Deep working experience in implementing and supporting applicable technologies   
• Strong customer relationship skills   
• Effectively participate in virtual team, global distributed teams   
• Comfortable with ambiguity, active inquiry skills, strong written communication skills.