

Job Title: Super User – Procurement Programs (SAP S/4 HANA)

Location: [Insert Company] Headquarters/Remote]

Job Type: Full-Time

About Us: At [Insert Company], a leader in large-scale manufacturing, we are committed to excellence and innovation in our operations. We are seeking a skilled Super User for Procurement Programs within SAP S/4 HANA to drive business readiness, adoption, compliance, governance, and change management activities. This role is pivotal in ensuring the seamless execution of procurement initiatives and the effective use of SAP solutions.

Job Description:

Key Responsibilities:

1. **Business Readiness and Adoption:**
 - Lead the business readiness efforts for SAP S/4 HANA Procurement modules, including Vendor Management, Purchase Order Processing, and Procurement Analytics.
 - Facilitate adoption strategies using change management methodologies such as ADKAR, Kotter, Prosci, and CCMP to ensure successful implementation and user acceptance.
2. **Compliance and Governance:**
 - Ensure compliance with internal policies, industry regulations, and SAP best practices for procurement processes.
 - Promote governance by developing and enforcing standards, procedures, and documentation, and conducting regular audits to verify adherence.
3. **Change Management Activities:**
 - Utilize Waterfall project management methodology to oversee change management activities, including risk mitigation, communications, training, and hypercare.
 - Develop and implement change management plans, including communication strategies and training programs, to support procurement programs within SAP S/4 HANA.
4. **ServiceNow and Reporting:**
 - Manage and resolve incidents related to SAP S/4 HANA Procurement modules using ServiceNow, ensuring timely resolution and effective communication with end users.
 - Leverage Power BI and SAP Reporting and Analytics tools (such as SAP Fiori, SAP BusinessObjects, and SAP Analytics Cloud) to create and analyze reports, providing actionable insights to optimize procurement processes.
5. **Super User and Day-to-Day Activities:**
 - Dedicate 40% of time to performing super user functions, including troubleshooting, user support, and process optimization for SAP S/4 HANA Procurement modules.
 - Allocate 60% of time to managing day-to-day procurement activities, including vendor management, purchase order processing, and procurement analytics, to ensure smooth operations within the manufacturing organization.
6. **Training and Hypercare:**
 - Design and deliver training sessions to end users, ensuring they are equipped with the knowledge and skills to effectively utilize SAP S/4 HANA Procurement modules.
 - Provide hypercare support during and after the implementation phase, addressing any issues that arise and ensuring a smooth transition to the new system.

Qualifications:

- **Education:** Bachelor's degree in Supply Chain Management, Procurement, Information Systems, or a related field. Relevant certifications (e.g., SAP Certified Application Associate, CCMP) are preferred.
- **Experience:** Minimum of 5 years of experience in procurement, with at least 3 years working directly with SAP S/4 HANA. Experience in change management and using methodologies such as ADKAR, Kotter, Prosci, and CCMP is required.
- **Skills:**
 - Proficiency in SAP S/4 HANA Procurement modules, including Vendor Management, Purchase Order Processing, and Procurement Analytics.

- Experience with ServiceNow, Power BI, and SAP Reporting and Analytics tools (SAP Fiori, SAP BusinessObjects, SAP Analytics Cloud).
- Strong understanding of compliance, governance, and risk mitigation in procurement processes.
- Excellent problem-solving, communication, and training skills.
- **Personal Attributes:**
 - Detail-oriented with a strong focus on accuracy and efficiency.
 - Proactive and able to manage multiple priorities in a fast-paced environment.
 - Ability to work collaboratively with cross-functional teams and stakeholders.

Professional Development:

- **Certification and Training:** Access to advanced SAP S/4 HANA training programs, change management certifications, and professional development courses.
- **Career Growth:** Opportunities for career advancement within [Insert Company], including potential roles in project management, process improvement, or senior leadership positions.
- **Continuous Learning:** Participation in industry conferences, workshops, and seminars to stay updated on the latest trends and technologies in procurement and SAP solutions.

How to Apply: Interested candidates should submit their resume and cover letter detailing their experience and qualifications for the role.

At [Insert Company], we are dedicated to creating a diverse and inclusive work environment. We encourage all qualified individuals to apply and become part of our dynamic team.