



Interflour Group

Job Description



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JOB TITLE	
SAP Basis Administrator / Senior Basis Administrator	
DEPARTMENT / UNIT	
SEED	
REPORTING TO	
SAP Basis	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • Bachelor Degree with relevant working experience • Technically enthusiastic and will to learn attitude is required. • Ability to work unsupervised in a multi-task environment in global team. • Infrastructure and Networking experience is plus.
Specific Skills (Knowledge, skills and abilities)	<p><u>Functional skills:</u></p> <ul style="list-style-type: none"> • Proven background and strong experience with SAP Net weaver administration (Abap/Java Stack, Fiori) in complex enterprise environments. • Experience with SAP Solution Manager • Experience with database administration for SAP Hana, ASE, MSSQL • Experience with SAP Data Archiving • Virtualization installation, administration experience. • Microsoft operating system (Windows 2012 and above) • Linux operating system knowledge is a plus (Linux SUSE/Red Hat) • SAP Basis,database,abap certificates is a plus <p><u>Behavioural Competencies:</u></p> <ul style="list-style-type: none"> • Requires a full working knowledge of technical field. Applies principles, concepts and independently determines and executes a course of action.

AREAS OF RESPONSIBILITY (AOR)

- Planning and execution of daily administrative tasks including System Check, SAP Transport, system/performance monitoring, system tuning, troubleshooting, root cause analysis, provision of recommended solutions, proactive error prevention, etc to ensure stability and optimal system performance on all systems including incident handling
- Planning and execution SAP security and Authorization.
- Assist in developing and maintaining SAP Security standards, naming conventions, procedures and policies for group-wide adoption
- Compliance to existing process and procedure and dealing with IT internal and external auditor.
- Planning and execution of system and component installations.
- Planning and execution of maintenance and lifecycle activities
- Planning and execution of SAP systems refreshes and client copies.
- Coordination and control external support/service providers
- Creation and maintenance of documentation
- Support problem and management processes
- Support SAP roll-out