



Title: HCM Configuration Sr. Specialist (SAP!) \_ Permanent Position

Skills: SAP HCM (PA, OM, Payroll, ESS, MSS, Hr admin)-SAP Configuration-  
SAP interface-SAP Best Practices

**Location: Clayton, MO**

**Area Code: 314**

**Tax Term: FULL TIME**

**Pay Rate: TBD**

**Travel Required: NONE**

Description:

POC TOM MCMANUS- 636-519-0814

[Tom@Technosmarts.com](mailto:Tom@Technosmarts.com)

Location: St. Louis, MO

HCM Configuration Specialist

Job Details:

This role will develop and maintain complex applications using a thorough understanding of a SAP functionality and the ESS, MSS, HR Admin portal. Extensive knowledge and experience on systems and process integration with SAP HCM including Organization Management, Personnel Admin, Benefits, Payroll, Workforce Management, Time Entry, etc is needed.

Support of highly integrated HCM system, providing accurate analysis, design, and development of system functionality and interfaces into and out of SAP will be necessary. The analysis and design must meet specifications and requirements of business needs, along with knowledge of the inner workings of multiple departments. This role requires accurate development of applications to support the SAP environment

During a typical day this position will interact with business users who request assistance in understanding a system problem, need new functionality or configuration changes in the system, or need help in analyzing an issue Interactions will be with HR, Benefits, Payroll, Talent Management and Store Operations resources. Qualified candidates must be able to understand business requirements and document/develop a solution within SAP to resolve the issue or meet the business need. Being able to write functional specifications around the development of applications and handle support calls from end users in required. Larger Project work will involve addressing new functionality requests and configuring such applications, testing, and documentation

In addition this role will test for support package applications from SAP and potential upgrades.

If you have the technical experience required and are professional with a strong customer service focus we would like to consider you for this highly collaborative opportunity.

#### Position Accountabilities:

- ✚ Assures accurate analysis and design of SAP systems that meet specification and requirements of projects and overall business needs.
- ✚ Assures accurate implementation of SAP applications and systems to support the environment that will provide up-to-date information to all areas and levels of the company.
- ✚ Assures timely completion of all assigned IS projects within the project expectations.
- ✚ Assures Consistently high quality results that meet business objectives.

#### Profile Accountabilities:

Assures effective management of change to reach functional and organizational goals by:

- Translating operating plans into understandable and executable goals.
- Proactively developing inter-functional and intra-divisional relationships.
- Demonstrating creativity by breaking norms and generating ideas.
- Replicating successful endeavors and practices.

Assures a collaborative environment that fosters and values partnerships, diversity, and trust by:

- Demonstrating a passion for meeting customer needs and exceeding customer expectations.
- Exhibiting selflessness by helping others become more successful in their roles.
- Sharing talent resources to create or improve business results.
- Actively seeking the ideas of others and valuing differing perspectives.
- Building trust by communicating honestly, directly and candidly.

#### Position Essential Functions:

- ✚ Analyst will interact with business users who request assistance in understanding SAP system problem, which needs new functionality or configuration changes in the system, or need help in analyzing an issue.
- ✚ Leads small groups with specific tasks within a project, including timing coordination with overall project.
- ✚ Gathers and continually improves cross-functional business area knowledge
- ✚ Configures SAP with efficiency and accuracy, to create quality business solutions and automate business processes and systems.
- ✚ Provides analysis , design and documentation for projects.
- ✚ Develop and lead facilitation of business process workshops.
- ✚ Business analyst understanding of the SAP PA, OM, ESS, MSS, HR Admin, Benefits, Payroll, Work Force Management Processes.
- ✚ Development of Functional Specifications for development objects including workflows, reports, interfaces and forms (WRICEF)
- ✚ Business process procedure development (BPP)
- ✚ Business Process Requirement development (BPR)
- ✚ Interactions with HR admin, benefits, payroll, talent management, compensation management, store operations, recruiting and training resources. Must be able to understand business requirements and document/develop a solution within SAP to resolve the issue or meet the business need.
- ✚ Solicits customer feedback to ensure the proper outcome
- ✚ Assists IS personnel in troubleshooting problems.
- ✚ In addition, testing for support package applications from SAP and potential upgrades.

#### Education Preference:

Bachelors Degree required or equivalent work experience.

#### Job Experience:

- + 3+ years experience as a SAP HCM configuration analyst during an initial SAP implementation, to include maintenance and support post-implementation.
- + SAP Configuration experience (required)
- + SAP interface experience (required)
- + Ability to mentor junior staff (required)
- + Strong conceptual analytical and problem-solving abilities.
- + Well-organized and able to prioritize and coordinate simultaneous tasks and projects while addressing customer needs.
- + Strong interpersonal and communication skills.
- + Project management experience helpful but not required.
- + Knowledge of SAP HCM modules along with related business processes and SAP Best practices.
- + Experience with setup and configuration of HCM modules including PA,OM, Payroll, ESS, MSS, Hr admin.
- + Extensive knowledge and experience on system and process integration with SAP HCM including Personnel Administration, Org Management, Payroll Benefits, Workforce management (WFM), etc.

Computer Experience:

- + Microsoft applications
- + SAP Configuration
- + Familiar with complex system languages and application development.

THIS POSITION REQUIRES A CRIMINAL/CREDIT BACKGROUND INVESTIGATION BEFORE OFFER.

Tom McManus  
TechnoSmarts, Inc.  
16090 Swingley Ridge Road  
Suite 330  
Saint Louis, MO 63017  
Phone: (636) 519-0814  
Fax: (636) 536-1414  
Web: <http://www.technosmarts.com>