



Columbus based Crimson Cup has been locally roasting since 1991. One of the most decorated and established - named National Coffee Roaster of the Year and has proudly earned many awards for quality, taste and sustainability. At Crimson Cup, we focus on good, we create positive changes through our products and relationships around the world that inspire our customers to make a meaningful impact with every cup we pour.

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POSITION TITLE: SYSTEMS ADMINISTRATOR

The Systems Administrator interacts cross functionally with Operations, Information Technology, Marketing, Sales, Retail and Finance to coordinate and oversee the collaborative development of process implementation. The position streamlines and organizes systems and processes as they relate to Crimson Cup's ability to manage and analyze information utilizing our ERP system and MS Office functions.

Essential Functions

- Execute process improvement of highest priority as determined and accepted by leadership team
- Meet with department leaders to discuss business objectives identifying areas of improvement
- Evaluating the efficiency of established processes, developing improvement strategies, and facilitating changes
- Track project performance, specifically to analyze the successful completion of short and long-term goals, report and escalate to management as needed
- Aid internal department leaders in overseeing the implementation of new business processes
- Ensures SharePoint functionality, organization, and usability. Provide support and guidance for Crimson Cup's SharePoint users
- Conduct ongoing analysis of processes through troubleshooting and improving of new processes
- Holds training and informational sessions to teach employees how to use SharePoint, EOS and ERP workflow and related Project Management applications
- Ensure ERP, SharePoint and EOS system meets business requirements and goals and fulfills user requirements

Minimum Qualifications

- Bachelor's degree in related field required
- 4+ years experience in Systems Administration
- Process improvement expertise
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office, SharePoint and NetSuite
- Possesses strong problem-solving and analytical skills
- Possesses knowledge of best practices for maintaining information security
- Ability to handle confidential and sensitive company information responsibly

Qualified candidates please submit your resume to careers@crimsoncup.com