



# GROW WITH US

## DATABASE ADMINISTRATOR EDMONTON, ALBERTA

Packers Plus is the pioneer of open hole, multi-stage horizontal fracturing and we provide technology-based solutions to the oil and gas industry around the world. We are currently recruiting for a Database Administrator to join us at our Edmonton manufacturing facility.

### Primary Role Focus

Maintain and control the parts database through the Enterprise Planning (ERP) software.

- Report to the Forecast and Planning Supervisor

### Key Tasks and Responsibilities

- Create part numbers in ERP for component and assemblies
- Create suffixes in ERP for assemblies
- Ensure part numbers and assembly Bill of Material (BOM) is released as required
- Update component BOM's with raw material data
- Address any updates due to Engineering Change Notice (ECN's)
- Communicate any new and/or updated tool numbers to stakeholders
- Maintain accurate naming conventions in ERP (Navision (NAV) and (NED))
- Control manufacturing release of components and assemblies as required

### Experience and Skills

- Experience in an oilfield manufacturing environment is an asset
- Experience working with NAV or similar MRP database an asset

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## Education and Training

- Administrative certificate or courses, or equivalent experience

## Competencies

### Cultural Competencies

- Customer intimacy
- Operational excellence
- Innovation
- Initiative

### Department Competencies

- Communication
- Sense of urgency
- Detail oriented
- Organized

### Role Competencies

- Managing work
- Works well under pressure
- Adaptable
- Administration

### Technical Competencies

- Data oriented with the ability to analyze data and draw conclusions
- Proficient with MS Office Suite (Word, Excel and Outlook)

**To apply, please email your cover letter and resume referencing the above position to [canadacareers@packersplus.com](mailto:canadacareers@packersplus.com).**

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