

## **Implementation Specialist – FMS/WMS**

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Department : Installations  
Reports to : Director of Installs  
Division : Remote  
Classification : Salary/Exempt, Full-Time

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### **JOB SUMMARY**

The Implementation Specialist will work closely with project managers, conversion programmers, and product owners to ensure the effective installation and implementation of the customer's data to the Milsoft FMS/WMS suite, as well as adding to and updating documentation to help streamline the installation process.

### **ESSENTIAL FUNCTIONS**

1. Performs upgrades and installation for Milsoft FMS/WMS applications, including required onsite customer visits.
2. Occasionally delivers post-sale services at customer sites, including installation and upgrades, to ensure proper functionality.
3. Documents and maintains daily activities, along with current upgrades/install notes, for future reporting purposes.
4. With appropriate training, the individual must develop proficiency in Milsoft software applications and deployment requirements to effectively assist with implementing the software at customers sites.
5. Maintains regular, consistent, and professional attendance, punctuality, personal appearance and adherence to relevant health and safety procedures.
6. Upholds, safeguards and promotes Milsoft's values and philosophy relating particularly to ethics, integrity and corporate responsibility.
7. Any other duties that may be necessary or assigned from time to time. Such duties do not normally change the level of the job.

### **QUALIFICATIONS**

1. Excellent interpersonal, team and communication skills.
2. Some IT/Networking experience preferred.
3. Exposure to work order management applications, transportation, inventory management, as well as financial applications, general ledger, accounts payable, accounts receivable, payroll/HR, and fixed assets beneficial.
4. Basic accounting skills preferred.
5. Able to translate operational and system processes into clear instructions and/or explanations
6. Working knowledge of Microsoft Excel.
7. Experience in the electric utility field preferred. BS in Computer Science, Business Administration, Accounting or related field a plus. A degree may be substituted for three years of work experience.

Submit Resume to [hr@milsoft.com](mailto:hr@milsoft.com)

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