

Job Title: ERP Coordinator**Location:** Panchkula, Haryana**Department:** ERP**Job Type:** Full Time**Experience Required:** Fresher to 5 Years**Industry:** Infrastructure / Construction / Project Management

Job Overview

We are looking for a motivated and detail-oriented ERP Coordinator to join our team at Unipro Techno Infrastructure Pvt Ltd. The ERP Coordinator will play a key role in the implementation, training, and day-to-day operations of our ERP systems, ensuring seamless integration with business processes such as procurement, billing, and project management.

Key Responsibilities

- Assist in the implementation, configuration, and maintenance of ERP systems (having experience in StrategicERP, SAP, Oracle, etc.).
- Train internal teams and new users on ERP functionalities and best practices.
- Coordinate with various departments (Purchase, Accounts, Projects) for data gathering and process mapping.
- Verify bills and support purchase processes through the ERP platform.
- Act as the first point of contact for ERP-related queries and troubleshooting.
- Liaise with ERP vendors and IT teams to resolve technical issues.
- Prepare and maintain user manuals, SOPs, and training documentation.
- Generate reports and ensure data accuracy for management decision-making.
- Drive continuous process improvement and suggest system enhancements.

Skills & Qualifications

- Bachelor's degree in Engineering, IT, Commerce, or related field.
- Experience (0–5 years) in ERP implementation, user training, and process documentation preferred. Freshers with relevant internships are welcome.
- Hands-on exposure to StrategicERP, SAP, Oracle, or similar ERP platforms is a plus.
- Strong analytical and problem-solving skills.
- Ability to manage multiple priorities and work cross-functionally.
- Proficient in MS Excel and basic IT troubleshooting.

- Excellent communication and interpersonal skills.
- High attention to detail and organizational ability.

You can also share your resume (with a covering letter) to careers@uniproinfra.com

Unipro Techno Infrastructure Pvt Ltd is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

Disclaimer:

Unipro Techno Infrastructure Pvt Ltd does not indulge in or support any unfair or unethical practices in our recruitment process. If you come across any such activities or are approached for payments, favours, or any inappropriate requests in connection with job opportunities, please report them immediately to our HR team at hr@uniproinfra.com or directly to Management at pro@uniproinfra.com. Your vigilance helps us maintain a transparent and fair hiring process.

