



Title: **EDI Specialist**  
Location: Any Location/Hybrid/Remote

### **JOB SUMMARY**

In this role, you will be instrumental in designing, implementing, and maintaining data interchange systems for our clients. Your primary focus will be on fostering true collaboration between multiple solutions, working closely with clients, internal teams, and external partners to ensure seamless data exchange processes. A meticulous attention to detail and a commitment to delivering exceptional client experiences are essential for success in this role.

### **JOB DUTIES**

- Collaborate with clients, internal teams, and external partners to understand their data interchange needs and objectives.
- Analyze existing business systems, networking configurations, and data storage facilities to identify opportunities for improvement.
- Design and implement customized data interchange systems that integrate seamlessly with existing infrastructure and meet the unique requirements of each client.
- Work closely with developers and engineers to test, debug, and optimize the performance of the system.
- Solicit and gather feedback from end-users on the accuracy, efficiency, and functionality of the system.
- Collaborate with stakeholders to adjust and customize the system based on user feedback and evolving business needs.
- Deploy completed systems and provide ongoing maintenance and support to ensure optimal performance.
- Conduct comprehensive training sessions for end-users to ensure proper utilization of the system and facilitate smooth transitions.

### **REQUIRED EXPERIENCE / QUALIFICATIONS**

- Bachelor's degree in computer science, information technology, or a related field.
- Minimum of 3 years of experience as an EDI specialist, with a proven track record of success in designing and implementing data interchange systems.
- 2+ years of experience working with EDI systems and data mapping.
- Experience in UKG is highly desirable.
- Knowledge of data structures and languages, including but not limited to XML, CSV, JSON and SQL.
- Understanding of EDI standards, transactions, and data mapping.
- Familiarity with EDI standards (e.g., X12, EDIFACT) and protocols (e.g., AS2, FTP).
- Strong analytical thinking and troubleshooting skills, with a meticulous attention to detail.
- Excellent understanding of software design and architecture principles.
- Proven ability to manage projects and collaborate effectively with large teams.
- Exceptional communication and interpersonal skills, with a focus on building strong relationships with clients and stakeholders.
- Previous experience in end-user training is a plus.
- Excellent organizational skills; with high quality standards
- Ability to work under pressure with tight deadlines.
- Excellent written and verbal communication skills

