

Functional Systems Admin

Manage software updates, troubleshoot system issues and ensure your business systems operate flawlessly. Our goal is to keep your systems one step ahead, realizing quick wins with the support of a dedicated Functional Systems Admin.

Key Responsibilities

Technical Support

- Configures and maintains system settings, including user roles, security, and workflows.
- Supports IT and other departments by integrating your ProcureTech system with other systems.

Upgrade Support

- Acts as the point of contact for your ProcureTech system updates and upgrades.
- Conducts testing of the system to ensure it is operating correctly.

Continuous Improvement

- Ensures data integrity and accuracy by reviewing and cleaning up system data.
- Works closely with the procurement and AP teams to ensure the system is being utilized to its full potential.

Customer Service

- Supports training and onboarding new users.
- Creates and maintains system documentation, including user guides and training materials.
- Provides technical support and troubleshoots issues with end-users.



Internal Impact

Managers & Executives

Rely on our admin for system performance metrics, data analytics and insights that help drive strategic decision-making & improve overall operational efficiency.

IT Departments

Collaborate closely with our admin on integrations, security configurations and upgrades. Their expertise enables efficient interaction between IT and end users.

Procurement Teams

Work with our admin to tailor the technology to workflows, business rules and compliance needs, optimizing procurement processes.

Internal Users

The organization relies on our admin for technical issue assistance, system functionality guidance and to address queries or concerns.

Our ProcureTech Expertise

