



Position:	Programmer/EDI Integration Specialist	Department:	Information Technology
Classification:	Exempt/Salary	Reports To:	Director of IT & Support
Date Created:	11/13/23	Last Revised:	11/13/2023

Job Overview:

The Programmer/EDI Integration Specialist will divide their time evenly between the two functions of computer programming and Electronic Document Interchange (EDI). The Programmer/EDI Integration Specialist is responsible for overseeing EDI activity including transactions through the EDI system, monitoring and analyzing EDI activities, and ultimately implementing EDI systems. The Programmer/EDI Integration Specialist will use programming skills to make improvements and adaptations to the EDI system to ensure optimal performance and contribute to the development and maintenance of the Hub, our data warehouse application.

Essential Functions:

- Coordinate with business application, and database administration functions to ensure availability and reliability of EDI systems to meet business demands.
- Implement new customer or vendor relationships using EDI.
- Perform system configuration, mapping, and management for EDI-based transactions and processes.
- Monitor, troubleshoot, and correct EDI transaction types including pricing, purchase orders, ship notices, invoices, etc.
- Establish and maintain effective working relationships with our third-party EDI vendors and consultants.
- Monitor and follow up on EDI project status.
- Monitor new technologies, techniques, and tools in the EDI space to continue to enhance EDI systems.
- Perform typical business analyst duties such as requirements gathering, solution design, development, testing and implementation to meet business needs.
- Develop and maintain project and system documentation per standard.
- Assist in the maintenance and development of the Hub, our internal data warehouse application.

Additional Responsibilities:

- Provides backup coverage for our programming staff and other IT staff when required.
- Ability to diagnose and resolve a variety of software issues.
- Assist with various IT project scoping and management.

Knowledge, Skills, and Abilities:

- Experience implementing, configuring, and maintaining EDI systems.
- Familiarity with data translation.
- Experience working with various EDI formats and data transmission techniques (FTP).
- Software programming (PHP *preferred*) and MVC frameworks (Laravel *preferred*).
- Ability to learn and effectively use company-specific computer systems.

- Strong communication skills, including the ability to understand the needs and responsibilities of others, and factor such into the timely communication of work issues to others that have a need to know.
- Ability to cooperate and communicate effectively with others to understand and meet their operational needs.
- Ability to perform work within timeframes, with attention to detail and a high level of accuracy.
- Working knowledge of Microsoft Office products.

Education/Experience (Preferred Minimum Qualifications):

1. Minimally, the possession of a Bachelor’s degree from an accredited college or university OR at least two (2) years of experience with EDI or programming OR some combination of relevant education and experience.

Licenses/Certifications/Special Requirements:

1. Must take and pass a pre-employment drug test.
2. Subject to random and reasonable suspicion drug and alcohol testing.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Repeatedly</i>
Stand:	<i>Occasionally</i>
Walk:	<i>Occasionally</i>
<i>Intermittent Activity</i>	
Bend:	<i>Limited</i>
Kneel/Squat:	<i>Limited</i>
Climb Stairs:	<i>Limited</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Limited</i>
Typing/Keyboard	<i>Repeatedly</i>
Vehicle Operation:	<i>Limited</i>
PPE/Special Clothing:	<i>Limited</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Frequently</i>
Push/Pull:	<i>Limited</i>
Fine Manipulation:	<i>Continuously</i>
<i>Material Handling lbs.</i>	
Lift:	<i>0 – 80 lbs Limited</i>
Carry:	<i>0 – 80 lbs Limited</i>
Push:	<i>0 – 80 lbs Limited</i>
Pull:	<i>0 – 80 lbs Limited</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Limited</i>
Exposure to Packaged Chemicals:	<i>Limited</i>
Exposure to Temperature Contrasts:	<i>Limited</i>