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# Example of SAP PM Job Description

Our innovative and growing company is looking to fill the role of SAP PM. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for SAP PM

* SAP Maintenance Administrator – this includes full access/authority to all SAP Maintenance functions
* Meet daily with the Maintenance planner to make sure the PM schedule is as plan or need changes and discuss work orders follow up
* Meet weekly with the Maintenance Manager to report system status with data updates, changes in the system, Also, to provide feedback and needs for the job responsibilities
* Maintain a minimum of 95% of non-auto (projects, MTCE, EMER, ) work orders close on monthly basis
* Maintain 100% of all AUTO work orders close on monthly basis
* Maintain all work orders file in the file cabinet no close work order should be left unfiled unless is needed for a specific purpose
* PM – Process PM’s as needed
* Maintenance /Facilities Planning – Process/facilitate planned work request for facilities, building, site maintenance plant 1625, 1701, 1700
* Material Master/Bill of Materials – support the creation of material master for parts as needed
* Work with Purchasing Department - to ensure Purchase Orders and/or invoices issues are resolved in a timely manner

## Qualifications for SAP PM

* Ability to work in and lead virtual teams across organizations and time zones
* Product Management experience in technology or application field
* Commercialization of cloud services either in application or technology space is an advantage
* Basic knowledge of commercialization processes and the underlying infrastructure (order to cash process, HCP commercial infrastructure)
* Previous experience in sales, pre-sales, consulting or other related fields to be able to take the customer perspective and represent in front of external audiences
* 12+ years of experience with SAP Project Leadership in functional business analysis delivery role