

**RSR GROUP, INC.**  
**JOB DESCRIPTION**

**POSITION TITLE: EDI Specialist**

**TITLE OF IMMEDIATE SUPERVISOR: Assistant Software Development Manager -Support**

**DATE SUBMITTED: April 2021**

**LOCATION: Headquarters – Option to work remotely**

**POSITION SUMMARY:**

The Electronic Data Interchange (EDI) Specialist will serve as the business process expert for all supported documents exchanged in the EDI management system. This position is the main point of contact between all EDI partners and plays an integral role in all customer and vendor communications, compliance adherence and integration configuration.

**REGULAR DUTIES AND RESPONSIBILITIES:**

Provide effective EDI interface specifications and coordinate with all external partners and facilitate expansion to both customers and vendors.

Document business requirements for new integrations, documents, and forms.

Work with end users to ensure user acceptance testing is thorough and complete.

Actively monitor EDI transaction flow through post implementations, identify challenges and work with the appropriate internal, third party and/or vendors to correct issues timely and accurately.

Throughout the onboarding process for new customers and vendors, ensure compliance with all business requirements. Analyze all EDI implementations and recommend improvements to processes and coordinate with trading partners to resolve all issues effectively.

Collaborate with team members to assist with installation of EDI for new project rollouts, upgrades, and new releases to EDI software.

Handle inbound/outbound documents, conduct auditing of relevant documents, and ensure proper follow-up with partners.

Work extensively with information technology (IT) staff and other employees to ensure the EDI program is working as intended.

Serve as the initial contact for troubleshooting inquiries, monitoring document transmissions, and identifying opportunities to improve relevant processes.

Conduct training to keep cross-functional team members up to date on technology changes.

Ensure a high attention to detail with focus on data accuracy.

Coordinate business-to-business EDI messages including (but not limited to):

- 850 – Purchase Order
- 855 – Purchase Order Acknowledgement
- 810 – Invoice
- 846 – Inventory Inquiry
- 856 – Advance Shipment Notification
- 860 – Purchase Order Changes
- 753 – Routing Request
- 754 – Routing Response

**EMPLOYEES SUPERVISED:** None

**QUALIFICATIONS:**

Bachelor's degree (B.A.) from a college or university and at least three years' related experience and/or training with EDI; or equivalent combination of education and experience. Linux experience is a plus. Ability to effectively communicate (verbal and written correspondence) in a professional manner with technical and non-technical personnel. Ability to manage/prioritize multiple tasks/projects simultaneously in a fast-paced environment with minimal supervision and high attention to detail. Capable of working with dispersed teams. Strong technical aptitude with the ability to research and solve complex issues independently.

**Physical Demands:**

While performing the duties of the EDI Specialist, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus.

The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE DISCRETION OF THE MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.**