



Sentec is a market leader of non-invasive respiratory monitoring solutions who develops, manufactures, and markets patient-centric, cost-effective technologies and products that provide clinicians with greater insight to quickly identify trends, rapidly and more accurately assess patient respiratory status, and make more well-informed, timely care decisions – decisions that can improve patient care. We aim to improve the lives of patients by advancing non-invasive patient care by empowering clinicians with clinically superior monitoring and therapeutic technologies.

We are looking to add a Netsuite Administrator to either our team in Lincoln, RI or at our recently acquired **Percussionaire** facility located in Sandpoint, ID.

[Watch the Sentec Company Video](#)

Summary:

The NetSuite Administrator is responsible for the day-to-day duties involving configuring and maintaining the software so that the company can maximize its workflow and achieve its business goals. This employee will be leading the scoping, ongoing administration, and training of our newly implemented NetSuite ERP system. This individual will have excellent interpersonal skills to communicate and educate a diverse group of users.

Essential Duties and Responsibilities:

- Perform day-to-day operation, maintenance, project, change request and support tasks for all NetSuite application and the ecosystems.
- Plan, review, and revise feature configurations and customizations of NetSuite to meet evolving business and operational needs.
- Support requests for new/update/termination of users/roles, partners and associated accounts/roles, Workflow design, maintenance and troubleshoot.
- Support NetSuite integration project efforts and be the liaison with NetSuite Support.
- Provide internal, on-going system/technical support to users, including training and maintaining proper system access for all roles.
- Develop, test, and deploy customizations utilizing partners and consultants.
- Develop, document, and implement policies, procedures, and guidelines to ensure data integrity, change protocols, customization, usage etc.
- Identify, evaluate, and recommend other key technologies required to support and improve the business process centered on the NetSuite platform.
- Maintain up-to-date knowledge of Learn products and processes to appropriately support the customers and business.
- Utilize IT tools for efficient execution of duties (IQMS).
- Knowledge of Quality Management System.
- Working knowledge of standards and regulations as outlined in the QMS documentation and structure.
- Understanding that device defects may occur from improper performance of specific job function.
- Professional written and oral communications.
- Ethics aligned with the company's mission.
- Utilization of IT tools provided to ensure work is organized to prevent errors and omissions.
- Abide by all safety and security rules set forth by the company and regulatory agencies.

Sentec

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- Thorough knowledge of Percussionaire® Corporation processes, procedures, and regulatory requirements.
- Performs all other duties and responsibilities assigned by the Chief Executive Officer or its designated representative.
- Follow existing procedures for process control and ensuring quality of product.
- Develop or revise procedures, work instructions, and other documents as required.

Qualifications and Education:

- Bachelors or equivalent work experience.
- 3-5 years of solid NetSuite Admin experience with advanced understanding of the NetSuite platform (SuiteAnalytics, NetSuite configuration, SuiteFlow, SuiteBuilder).
- 3+ years of experience with NetSuite administration and implementation.
- NetSuite Administrator Certification preferred.
- Proficient computer skills with documentation related databases and Microsoft Office (Word and Excel).
- Proven ability to configure solutions using SuiteBuilder, SuiteFlow and SuiteAnalytics as well as security configuration and other administrative setups.
- Strong experience with creating saved searches, dashboards, custom reports, and providing user training.
- Strong analytical capabilities coupled with business acumen needed to proactively solve problems facing the organization.
- Excellent interpersonal and communication skills, verbal and written to both technical and non-technical audiences that are in a geographically dispersed environment (conference calls, video chat, face-to-face).
- Ability to produce high quality documentation and analysis.
- Familiarity with areas covering ERP (GL, Financials, Banking, Payables, and Receivables), CRM (Life cycle from Lead to Quote to Order), Electronic Funds Transactions, and Fixed Asset Mgmt.
- Excellent organizational skills with high level of detail orientation.
- Ability to work well under pressure, to handle multiple tasks, and to meet aggressive deadlines.
- Good verbal and written communication skills.

Life at Sentec

Sentec employees have access to competitive benefits packages, paid parental leave, tuition reimbursement and more. Sentec offers a place to thrive and make an impact as a small company with huge potential and an expanding track-record of consistent growth. We know our decisions matter to the future of the company, our voices are heard by leadership and our hard work pays off.

Sentec consists of an eclectic group of people dedicated to help deliver products to healthcare providers that make a difference and improve patient care. We love that we can log off each day knowing we've made a difference.

To apply, send your resume to jobs.us@sentec.com

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Care with
Confidence