

Title: NetSuite Administrator

Department: Commercial Systems

Location: Marlborough, MA

About Akoya Biosciences:

As 'The Spatial Biology Company®', Akoya Biosciences' mission is to bring context to the world of biology and human health through the power of spatial phenotyping. The company offers comprehensive single-cell imaging solutions that allow researchers to phenotype cells with spatial context and visualize how they organize and interact to influence disease progression and treatment response. Akoya offers two distinct solutions, the CODEX® and Phenoptics™ platforms, to serve the diverse needs of researchers across discovery, translational and clinical research.

Position Summary: The NetSuite Administrator is responsible for working with users across the organization daily to troubleshoot, test, implement, and document solutions to issues. The Administrator will help develop policies and procedures to ensure best practices are being used.

- **Duties & Responsibilities:** Manage user access and maintain proper system access/roles/rights
- Administer production and sandbox NetSuite environments and related systems.
- Perform NetSuite administrative functions such as customizations of forms, fields, searches, dashboards, workflows, suite-lets, and other solutions.
- Assist in the development of dashboards and operational reports to provide insight for teams, managers, and executives.
- Manage and support 3rd party integrations with NetSuite.
- Evaluate current state, research, and implement effective solution designs to achieve defined business or process objectives.
- Assist in the documentation of business objectives, use cases, business requirements, system specifications, workflows, and process documentation.
- Support the software testing process which would include test plans, creating test cases, establishing protocols and appropriate testing environments and coordinate actual software testing.
- Stay updated on new NetSuite features and functionality and provide recommendations for process improvements.
- Provide exceptional day-to-day user support, troubleshooting issues and communicating solutions in a timely manner.
- Provide end user training as required.
- Other duties as required.

- **Skills & Requirements:** A four-year degree in a technical or scientific discipline or a combination of training and education.
- Three-plus (3+) years' experience with day-to-day technical management of the NetSuite platform required.
- Certified NetSuite Administrator or Consultant preferred but not required.
- Experience using forms, fields, custom records, searches, and workflows to meet business process requirements and drive efficiencies.
- Experience with the SuiteCloud developer tools, especially SuiteScript and SuiteFlow, and SuiteBundler a strong plus
- Experience with NetSuite OneWorld
- Experience with Demand Planning, Supply Planning/MRP, and Warehouse Management a strong plus
- Experience with Advance Revenue and Fixed Asset modules a strong plus
- Experience with Tipalti a strong plus
- Knowledge of Salesforce and Celigo Integrator a strong plus.
- Strong understanding of common industry standard business practices in Accounting, Manufacturing, Warehouse and Fulfillment.
- Good business acumen and ability to connect business needs with the right technical solutions.
- Experience in a high growth environment (medical devices and/or manufacturing preferred).
- The ability to manage competing priorities, solve problems quickly, and work independently.
- Excellent verbal and written communication skills, as well as strong attention to detail.
- Must pass a pre-employment background check and drug screen.
- Be eligible to work for any employer in the United States without sponsorship.

Akoya Biosciences, Inc. proudly affords equal employment opportunity to all qualified persons regardless of race, color, religious creed, national origin, age, military status, sexual orientation, disability, genetic information, gender identity, gender expression or gender unless based upon a bona fide occupational qualification.

Apply at: careers@akoyabio.com