



Scotia
INVESTMENTS

A Member of the Scotia Investments Family of Companies

ERP Support Analyst (Data & Automation Focus)

CKF Inc., a leader in Canada's molded pulp, foam, and RPET industry is a company with a strong commitment to safety and Continuous Improvement. CKF Inc. has plants located in British Columbia, Ontario, Nova Scotia and the states of Iowa and Texas, manufacturing numerous types of food packaging and protective packaging.

We are seeking an ERP Support Analyst to join our team in our Hantsport plant. Reporting to the Manager of ERP Systems and Data, this role serves as the primary point of contact for ERP-related inquiries, issues, and change requests.

As the ERP Support Analyst, you will support end users across purchasing, inventory, production, and warehousing — diagnosing system issues, digging into data, and occasionally debugging code to find and fix problems. You will play a key role in keeping our ERP running smoothly every day.

In addition to core ERP support, you will also assist in enhancing reporting and workflow efficiency by contributing to Power BI dashboards, writing SQL queries to extract ERP data, and helping build and maintain workflows using Power Automate.

Key Responsibilities:

ERP Support (Primary Focus)

- Serve as a first point of contact for ERP-related issues and user questions.
- Troubleshoot and resolve issues across purchasing, inventory, production, and warehousing.
- Investigate data discrepancies and support root cause analysis.
- Assist with ERP configuration, testing, and updates.
- Document issues, resolutions, and process improvements.
- Provide user guidance and training to improve ERP understanding.

Data & Automation Support (Secondary Focus)

- Assist in developing and maintaining Power BI dashboards and reports.
- Write and modify basic SQL queries to extract data from ERP databases.
- Develop workflow improvements using Power Automate.
- Help improve data accessibility as we transition historical workflows from Epicor to ROSS.
- Collaborate with Finance and Operations to improve reporting visibility.

Qualifications:

- Diploma or degree in Information Systems, Computer Science, Business Administration, Business Intelligence and Analytics or a related field, or an equivalent combination of education and experience.
- 1-2 years of experience in ERP support, application support, or related IT/business systems role.
- Basic understanding of ERP processes in a manufacturing environment (purchasing → inventory → production → shipping).

- Strong analytical and troubleshooting skills.
- Comfortable working with business users to understand and resolve issues.
- Exposure to SQL or basic database querying.
- Experience with Power BI or other reporting tools.
- Familiarity with Power Automate or workflow tools.

CKF offers a competitive wage and benefit package (including a pension plan). If you want to work for a dynamic and exciting company and enjoy the challenges of working on a variety of duties in a fast-paced environment, then come be a part of our team.

The successful candidate will be required to provide a clear criminal background check.

Qualified candidates can apply with cover letter and full resume at the following link:

<https://jbtmz.me/s/?e=HTtoV7YQ>

Deadline for applications is March 20, 2026.

CKF Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer.

We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise People & Culture of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Although we gratefully accept all applications, only those candidates being considered for an interview will be contacted.

An Equal Opportunity Employer