



BEGA North America is a world-renowned manufacturer of architectural lighting, control, and furniture solutions.

Who we want to be

Companies create a vision statement to answer a very important question, where are we going? A vision statement says what the organization wishes to be like in some years' time. It's usually drawn up by senior leadership to take thinking beyond day-to-day activity in both a clear and memorable way. Here at BEGA, our vision is to be the industry's premier provider of architectural outdoor lighting, control, and furniture solutions.

Why we exist

Companies create a mission statement to answer the most important question, why do we exist? Its aim is to provide focus for management and staff. Mission is synonymous with shared purpose and emphasizes how the organization should view and conduct itself. Our mission should find a way to express the organization's impact on the lives of whomever we are trying to serve, and more importantly make them feel it! Here at BEGA, we have an unwavering commitment to quality above all, in our people, products, partners, and processes. Therefore, our mission is to build quality into everything we do.

Who we are

Why does a company take time to define its core values? Because values govern behavior and describe our organization's desired culture.

- **Fostering Trust** – Everyone at BEGA is responsible for creating an environment of trust. To do this, each of us must have the freedom to communicate with anyone, and it must be safe for everyone to offer ideas.
- **Building Community** – We are a diverse community of passionate and self-driven individuals who act with integrity, treat people with kindness and respect, hold one another accountable to the highest standards, and collectively promote work-life balance.
- **Embracing Growth** – We embrace perpetual growth and development, continuous learning, and constant improvement, enabling the brand, the organization, and the individual to realize their full potential.
- **Living Responsibly** – We are committed to social responsibility and minimizing our impact on the environment over time. To deliver on this mission critical promise we take a balanced approach to people and the planet.

What we believe in

- **Respect** – we treat everyone with respect by being polite and kind.
- **Integrity** – we act with integrity by being honest and following our moral and ethical convictions.
- **Ownership** – we possess an orientation of ownership and a mentality that desires us all to thrive.
- **Accountability** – we lead by example, always accountable for doing what we agreed we would do.



Position Profile

The Business Process Analyst owns business process design across ERP-centric workflows at BEGA, enforces structured requirements before execution, establishes process standards aligned to industry best practices, and acts as the control point between business demand and IT delivery. This is a hands-on practitioner role. The Business Process Analyst personally writes requirements, builds process maps, runs validation sessions, and documents SOPs. The role partners with business stakeholders across operations, finance, supply chain, and sales to translate business needs into clear, actionable process and system requirements, with a strong bias toward configuration over customization. The role challenges stakeholders, vendors, and IT team members when standards or best practices are at risk, and defends recommendations with clear rationale.

This position reports to the Head of IT.

Knowledge & Experience

- Minimum 5-8+ years of hands-on ERP business process analysis, 8-12+ preferred
- Direct, recent experience in high-mix, low-volume (HMLV) manufacturing environments
- Practitioner-level understanding ERP workflows including production planning, inventory, procurement, and order management
- Demonstrated track record applying industry best practices for ERP business processes
- Ability to challenge requests, push back on poor requirements, and defend recommendations with clear rationale; comfortable operating without consensus when standards require it
- Experience defining and documenting structured requirements for ERP changes, including internal and vendor-led development and system enhancements
- Experience working across cross-functional teams (operations, finance, supply chain, sales) to drive alignment
- Experience with Visibility ERP or comparable mid-market or tier-1 ERP platforms in a manufacturing environment
- Experience with Salesforce, including CRM-to-ERP process integration, preferred
- Experience documenting processes using Visio, Lucidchart, or similar tools, and maintaining SOPs in Dozuki or comparable platforms preferred
- Familiarity with Freshservice or comparable ITSM tools and structured intake/prioritization models preferred
- Exposure to ERP stabilization, optimization, or replacement initiatives
- Bachelor's degree in Information Systems, Business, Engineering, or equivalent experience

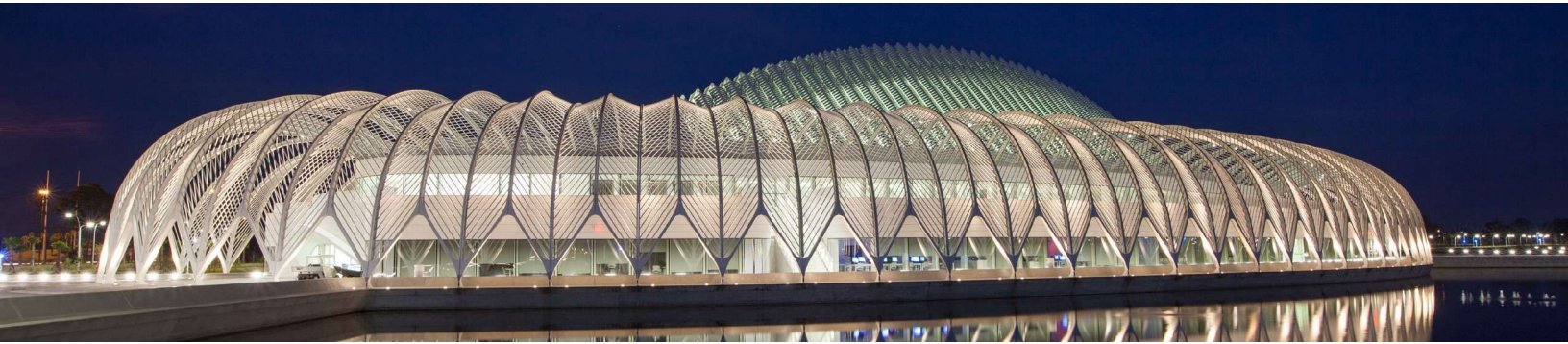


What You'll Do

- Partner with the Head of IT to define and maintain best practice standards for ERP usage
- Translate business needs into structured, actionable requirements; reinforce configuration over customization as a standing principle
- Own intake and initial prioritization of the ERP change pipeline and related critical incidents
- Maintain existing process documentation and operating definitions; qualify existing SOPs and build new SOPs as needed
- Own process design for best practices and change requests
- Drive structured evaluation before any execution begins, including best practice research, presenting options and alternatives, and capability verification with vendors
- Act as the primary liaison between business stakeholders, other IT agents, and vendors; ensure alignment across systems, workflows, and data definitions
- Lead requirements validation sessions with business stakeholders to ensure clarity, completeness, and alignment
- Keep IT executive leadership informed, escalate critical developments, and route validated changes for review and approval with concise summaries on business value, execution effort, and adherence to governance standards
- Communicate system changes to impacted audiences clearly and concisely
- Protect operations by maintaining confidentiality of business data and following sound access and change practices

Performance Measurements

- Ensure quality above all, working toward the most knowledgeable and effective service team
- Challenge the process; evaluate, promote, and support continuous improvement every day
- Demonstrate a high standard of work ethic, professionalism, punctuality, and reliability
- Act with respect, integrity, ownership, and accountability
- Drive adoption and engagement of the BEGA Business System
- Ensure productivity standards and cost containment initiatives within IT are met



Leadership Principles

And finally, BEGA has put forth a set of governing principles. If values govern behavior, principles govern consequences, and we've established four principles to provide the entire organization with a set of hierarchical direction for decision making. First and foremost, as a leader at BEGA, you are the Brand, be proud of it and protect it. Second, people are BEGA's most valuable asset, our decisions should always reflect this. Third, safety is our first priority. Zero lost-time accidents is not a goal, it's an expectation. And last but not least, we strive for Excellence in everything we do!

Position Dimensions

- Position reports directly to the Head of IT
- Coordinates with business stakeholders across functions, IT team members, and external vendors and partners
- Travel as needed for stakeholder engagement, training, and cross-site coordination (Broomfield, CO and Carpinteria, CA); higher frequency during onboarding, standard cadence approximately 1-4 times per year

BEGA North America is headquartered in the heart of the picturesque "American Riviera" just south of Santa Barbara. Additionally, we have BEGA Campus 2 (BC2), which is part of a master-planned community known as Baseline located in Broomfield, Colorado. Baseline is a community created for people who are social by nature, who value experiences over things, and who regularly gaze west towards the Rockies to remind themselves why they live in Colorado. Both settings offer endless access to the outdoors with plenty of activities such as hiking, sailing, and mountain biking. We offer an attractive compensation package, including health care, 401(k), paid time off, educational reimbursement program, wellness programs, and a remarkable work environment.