

# SAP DMS Specialist

crazydesigns2020@gmail.com  
Phone :  
Web :



## Job Summary

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Vacancy :  
Deadline : Jan 01, 1970  
Published : Jul 14, 2025  
Employment Status : Full Time  
Experience : 5 - <10 Years  
Salary :  
Gender : Any  
Career Level : Any  
Qualification : B.Tech

## Job Description

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Experience : 5-8yrs.

### Job Description:

We are looking for an experienced SAP DMS Specialist to manage and optimize the Document Management System (DMS) within SAP. The role involves configuring SAP DMS, ensuring seamless integration with other SAP modules, and maintaining security and compliance standards. You will collaborate with cross-functional teams to improve document workflows, enhance accessibility, and support business operations.

### Key Responsibilities:

- Configure and manage SAP DMS for efficient document lifecycle management
- Ensure seamless integration with SAP ECC, SAP S/4HANA, and other SAP modules (MM, PM,QM)
- Implement metadata management, version control, and workflow automation
- Maintain data security, access controls, and compliance standards
- Optimize document categorization, storage solutions, and retrieval processes

### Requirements:

- ☒ 5-8 years of experience in SAP DMS configuration and management
- ☒ Expertise in document lifecycle management, metadata configuration, and version control
- ☒ Strong experience with SAP ECC, SAP S/4HANA, and SAP DMS integration
- ☒ Knowledge of workflow automation, security protocols, and document retention policies

## Education & Experience

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## Must Have

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**Educational Requirements**

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B.Tech

**Compensation & Other Benefits**

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