

SAP DMS Specialist

crazydesigns2020@gmail.com
Phone :
Web :



Job Summary

Vacancy :
Deadline : Jan 01, 1970
Published : Aug 20, 2025
Employment Status : Full Time
Experience : 3 - <5 Years
Salary :
Gender : Any
Career Level : Any
Qualification : B.Tech

Job Description

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

Must Have

Educational Requirements

B.Tech

Compensation & Other Benefits
