

Master Data Administrator

Michael Page Technology • Belrose NSW 2085



Base pay
\$0 - \$0



Work type
Full Time



Contract type
Not provided

Job details



Date posted
14 May 2021



Expired On
06 Nov 2021



Category
Information Technology



Occupation
Database Development & Admin



Base pay
\$0 - \$0



Work type
Full Time



Job mode
Permanent

Full job description

About Our Client

Our client is a leading business based in the Northern Beaches. They are at the forefront of digital and technology innovation. As part of their wider Data team, the Master Data Administrator will liaise with all areas of the business to provide a swift resolution to master data related issues and be involved in projects that drive improved business outcomes.

Job Description

The key responsibilities for the Sap Master Data Administrator will include:

- Assist with the ongoing maintenance of data standards for all areas of master data, including but not limited to:
 - SAP Material Master Data
 - SAP Customer Master Data
 - SAP Vendor Master Data
 - SAP Purchasing Information Records
 - SAP Pricing Data
 - Continuous maintenance of SAP Master Data Governance.
 - Ongoing maintenance of GS1 National Product Catalogue (NPC).
 - Develop and maintain strong relationships with the sales and marketing team to assist in the management of data requirements.
 - Analysis and cleansing of existing data sets.
 - Analyse, recommend and implement initiatives to increase the ongoing accuracy of all master data.
- Contribute to monthly reporting requirements.

- Perform mass updates as required.
- Participate in projects and initiatives across all areas of the business.
- Work with business units and process experts to resolve master data issues.
- Comply with Quality System requirements:
- Gain an understanding of the hazards and risks of your area.
- Eliminate or minimize risks and prevent injuries.
- Ensure processes are in place that allow you to be informed about any new hazards and risks and once notified you take timely action to remedy.
- Regularly Review and improve your WHS processes.

The Successful Applicant

- Strong Microsoft Office suite skills.
- Knack for attention to detail and in-depth understanding of process and systems.
- Able to understand and investigate topics related to multiple business areas.
- Proven track record in handling Master Data in SAP systems.
- Analytically minded and methodical problem solver.
- Very good interpersonal skills with excellent customer service and "can do" mentality.
- Understand the principles of process orientation and user satisfaction.
- Able to efficiently prioritise work and timely inform stakeholders on the progress.
- Strong written and communication skills.

What's on Offer

- Work under the guidance of great leaders.
- Permanent Role.
- Be a part of the fast growing company in Healthcare industry