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# Example of Master Data Analyst Job Description

Our growing company is looking to fill the role of master data analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for master data analyst

* Work closely with the Merchandising team Supply Chain and others to ensure timely execution of master data article requests
* Testing, executing and maintenance of data
* Liaise in with Market key stakeholders to collect, clean and normalizing data before uploading in Workday
* Data collection and cleaning to rid the system of old, unused or duplicate data for better management and quicker access
* Analysis of data and development of summarized reports
* Translation of business requirements and data models into feasible reporting and analytics structures to support business needs
* Identification of areas for data quality improvements
* JDA Suite super user
* Develop business process that can meet the business needs effectively and efficiently and use system configuration to align business requirements
* Work with various business users across the organization (Supply Chain Planning, Finance, Sales, Customer Service, Order Management, NPI, 3PL Fulfilment Centers) to define and implement business process improvements

## Qualifications for master data analyst

* Provides leadership and subject matter expertise regarding functionality of master data for assigned projects and/or processes
* Serves as a liaison between Information Technology and business requestor to develop new master data elements
* Acts as a resource for less experienced Analysts and my review the work of others
* Relevant IT background, BSc Engineering or similar
* Experience from similar assignments in an industrial company
* Project and change management approach