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# Example of Master Data Analyst Job Description

Our growing company is looking for a master data analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for master data analyst

* Maintains data, departmental files and reports
* Responsible for communication with various departments and with outside vendors
* Coordinates with the Manager of Master Data on daily workflow
* Maintains documentation pertinent to bar-codes, non-stocked application and other documents as necessary
* Analyzes and resolves data issues
* Maintain Data related to Warehousing, Storage Locations, Quality Management, Batch Management
* Complete master data requests in line with service level agreements and respond to queries in a timely fashion
* Provides problem-solving support, advice and guidance to internal customers which is professional, responsive, and drives initiatives to completion
* Understands the impact of master data within the organization and systems for applicable data domains
* Propose process efficiency improvements in execution of work, automation opportunity, and team processes

## Qualifications for master data analyst

* Contribute to projects and initiatives, challenging the status quo and identifying new opportunities
* Perform new system & data onboarding activities including data profiling and reporting out overall data assessment of fitness-for-purpose
* Identifying root cause, documenting and resolving data quality issues
* Experience of material definition
* Knowledge of material definition
* Ability to explain and communicate the requirements to developers facilitate business stakeholders with non-technical language