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# Example of Master Data Job Description

Our innovative and growing company is looking to fill the role of master data. 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

* Proactively analyze the data quality of maintained master data and take required action
* Adapt, improve and modify working methods to optimize for day-to-day processes and systems
* Maintains data for box labels for all wood flooring plants
* Develop understanding of manufacturing processes to provide thorough review and feedback for new material templates that are submitted by Product Development
* Analyze system datat to identify data anomalies and work with business units to make thenecessary corrections
* Work with Finance team to make necessary BOM and routing changes to set cost standards
* Update material master data as the business needs change via mass changes and other tools
* Provides ad hoc reports as requested by various departments
* Assists in streamlining Master Data procedures to increase efficiency as a continuous improvement effort
* Performs other related duties and assists on assigned projects as required

## Qualifications for master data

* Able to lead, coach and mentor others in consulting skills
* Good understanding of the complexity, interactions and dynamics within an international company
* Working understanding of systems and how they interact
* Relevant university degree or vocational training
* Serves as specialist in one master data area while learning others
* Execute training and development activities for master data area