



# Example of Master Data Analyst Job Description

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Our growing company is searching for experienced candidates for the position 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

- Super user for SAP industrial and commercial Master data
- Understand external customer routing guides and configure SAP to ensure compliance
- Provide guidance and train business users to effectively use SAP and JDA systems
- Provide training and guidance to cross functional teams on master data processes and the impact of master data across the various functions within the SAP system
- Responsible for facilitation of data collection process and output for SAP
- Provide localized training for plant master data coordinators and other plant employees
- Assess the performance of plant Data Coordinators in meeting business needs and data quality requirements and work with Master Data Coordinators and their supervisors to address performance issues
- Work with business/ plant Data Coordinators to help establish common vocabulary and business descriptions of data
- Analyze all requests to create or change master data (materials, customers, production planning data, Domtar personnel creations, logistics) to ensure the requests conform to existing business processes and system constraints
- Analyze numerous requests coming from the business while being able to direct the requester to the appropriate party as quickly as possible is essential

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- Basic knowledge of PowerPoint, Access, Project and/or Visio is a preferred
  - Associate's degree in Business, Information Systems or related field from an accredited college or university, B.S
  - Can articulate and support the Organizations mission, vision, and values departmental goals
  - Analyzes business requirements, translates to technical needs, and determines the appropriate master data needed to facilitate transactions
  - Researches and troubleshoots data across multiple sources using knowledge of data flow and their impact on business processes
  - Develops processes and procedures related to master data and acts as a resource to transfer appropriate knowledge to team members and internal customers