



# Example of Master Data Analyst Job Description

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Our growing company is hiring for a 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 with a variety of cross functional groups (Manufacturing, Accounting, Finance, Distribution, Product Development, Regulatory Affairs, Procurement, ) to collect, organize, check, and submit data elements that will then be loaded into SAP
  - Create and update vendor/customer accounts in SAP system
  - Compile daily vendor/customer add/change reports in both SAP and Legacy systems
  - Update vendor withholding information in SAP
  - Research and resolve limits of authority approval expense limits in SAP utilizing table queries
  - Candidate must possess very strong analytical skills and function in a fast paced multi-task environment with minimal supervision
  - Input, review and maintain company-wide financial master data through use of written procedures and forms ensuring standardization and accuracy in accordance to our world-wide procedures
  - May be required to perform governance relates roles
  - Determine proper client/ customer ties related to patronage, equity, payment terms and validity
  - Manage ongoing queue of requests for new grain clients, vendors, lienholders, truckers and vendors ensuring that all requests are valid, accurate and completed in the expected time frame
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- Experience with improvement methodologies
- Minimum 2 years equivalent work experience
- Preferred experience in working with data quality, master data management and/or data governance within a global master data environment or familiarity working with Supply Chain processes and data, manufacturing or materials management, logistics, production planning
- Able to collaborate within a team structure, independently (with some direction)
- Monitoring and reviewing Master Data flows ensuring appropriate quality and accuracy
- Respond to enquiries by developing and providing problem solving guidelines and suggested approaches