

Master Data Management Specialist

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Company: Manpower

Location: Vietnam

Category: computer-and-mathematical

POSITION : Master Data Management Specialist

REPORTING TO : Senior IT Solution Service Leader

DIVISION : IT Department

Educational Level : · A bachelor's degree or higher in computer science, information systems, or a related field

Work Experience : · At least 5 years in Data Management, Oil and Gas experience is plus

Skills :

Data analysis: The ability to collect, process, and interpret data using various methods and tools.

Data management: The ability to organize, store, and maintain data according to standards and best practices.

Data quality: The ability to ensure data accuracy, consistency, and completeness. Data

visualization: The ability to present data in graphical or interactive forms (using tools like Power BI or Tableau is advance).

Data integration: The ability to combine data from different sources and formats (using tools like ETL or APIs is advance).

Data governance: The ability to define and implement data policies, rules, and roles.

Data security: The ability to protect data from unauthorized access, use, or modification.

Experience managing master data (use MDM tool) in difference system including SAP, IBM Maximo(or similar manufacturing execution system)

Strong understanding of SAP Master Data across area: GL account, Cost center, Internal

Order, Asset, Customer, Vendor, and Material Master, Service Master, ect o

Knowledge of master data concepts, standards, and best practices

Purpose

The purpose of an IT master data specialist is to manage and maintain the master data of NSRP, ensuring its accuracy, consistency, and quality. Master data is the core data that is essential for the operations and decision-making of a business, such as customer, product, vendor, material or employee data.

Responsibility

For this position, minimum works are as follows:

- o Creating and updating master data records in various systems and platforms, such as SAP, IBM Maximo, etc
- o Performing data analysis and validation to identify and resolve data issues, errors, or discrepancies.
- o Collaborating with various stakeholders and teams to ensure data alignment and compliance with data standards and policies.
- o Developing and implementing data governance and quality processes and procedures
- o Providing data support and guidance to internal and external users
- o Creating and maintaining data documentation and reports
- o Monitoring, measuring, and improving the quality, accuracy and security of master data.
- o Provides expertise and guidance on master data management and MDM solution from best practices.

Accountability, Duty

Accountable for managing and maintaining the master data of an NSRP, ensuring its accuracy, consistency, and quality. Master data is the core data that is essential for the operations and decision-making of a business, such as customer, product, vendor, or employee data.

- o Accountable for the data quality, data governance, data security, and data compliance of the master data, as well as the data support and guidance provided to internal and external users.
- o Accountable for the data-related outcomes and impacts of the projects and tasks they are involved in, such as data migration, integration, or analysis.

Latitude for Actions or Decision

- The scope and complexity of the data-related projects and tasks that they are involved

in, such as data migration, integration, analysis, or quality improvement.

- The level of authority and responsibility that they have for managing and maintaining the master data of the organization, ensuring its accuracy, consistency, and quality.
- The data-related policies, rules, and roles that are defined by the NSRP, as well as the data-related best practices and standards in the industry.
- The data-related outcomes and impacts that their actions or decisions have on the operations and decision-making of the business, such as customer satisfaction, product quality, vendor performance, or employee productivity.... etc.
- The data-related feedback, questions, and requests that they receive from various stakeholders and teams, such as data analysts, data engineers, data scientists, and business users, as well as their data needs and expectations.

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