

Master Data Specialist

Description

Pioneering trusted medical solutions to improve the lives we touch: Convatec is a global medical products and technologies company, focused on solutions for the management of chronic conditions, with leading positions in advanced wound care, ostomy care, continence care, and infusion care. With around 10,000 colleagues, we provide our products and services in almost 100 countries, united by a promise to be forever caring. Our solutions provide a range of benefits, from infection prevention and protection of at-risk skin, to improved patient outcomes and reduced care costs. Group revenues in 2022 were over \$2 billion. The company is a constituent of the FTSE 100 Index (LSE:CTEC). To learn more about Convatec, please visit <http://www.convatecgroup.com>

Change is everywhere at Convatec. It's transforming our business, and helping us improve millions of lives. And we're nowhere near finished. Across every part of our business, we're pushing for better. Join us on our journey to #ForeverCaring as a Master Data Specialist, and you'll do the same.

The MD Specialist will report to the Masterdata Team Lead (CVF). You will work closely with the Regional/Global Finance community and Process Owners to ensure that master data for Customer, Vendor, and Finance master data is complete, accurate and maintained to the level required to support efficient and effective operation of ConvaTec's global processes. This includes improving and setting standards for data quality, creating & cleansing the master data sets, processing the creation and amendments to master data, monitoring data to ensure that it meets those standards and working with business users to ensure data errors are corrected, identifying continuous improvement initiatives to

ensure that master data quality is maintained.

Key Responsibilities:

- Process requests for creation, amendment, blocking/unblocking, extending and flagging master data for deletion within quality targets and SLAs set and with appropriate approvals. Critical thinking must be employed to understand if a request is in line with CVT policies and rules or should be questioned.
- Assist in the implementation of tools and processes to create and maintain master data as required.
- Assist in the creation and maintenance of Work Instructions, Standard Operating Procedures, Policies, and training material for Master Data Management as required.
- Subject matter expert and "go to" person for master data who will work with the business users to education, train, and assist them with master data management.

Hiring organization

Candidate-1st

Employment Type

Full-time

Beginning of employment

asap

Job Location

LBN-Lisbon

Working Hours

40

Base Salary

euro EUR 57K - 106K *

Date posted

June 9, 2024

- Assist in the creation of business rules to monitor the quality of the master database.
- Create dashboards to report master data quality on an ongoing and project basis.
- Create and own a data cleansing process.
- Work with the business to correct data errors found in the master data on an ongoing basis.
- Drive continuous improvement programmes to further enhance data quality by analysing data within the database, observing, and monitoring processes and working with the business to identify improvements. Create projects where needed and work with relevant stakeholders to deliver the improvements.
- Work with other projects to expand the use of master data within the business, for example to CRM, sales and marketing.
- Work with the business to perform data cleanse activity to establish and maintain the master data sets.
- Assist in the creation and embedding of Data Governance within ConvaTec. This will include creation and maintenance of Data Owners, Data Stewards, Data Dictionaries, Data Quality Rules, etc.

Skills & Experience:

- Previous master data management experience in SAP (Mandatory).
- Excellent data manipulation skills in Business Intelligence or equivalent (Nice to have).
- Excellent Microsoft Office suite skills (Excel to an intermediate/advanced level).
- Data Profiling and Data Quality monitoring tool experience (Nice to have).
- Good interpersonal skills with excellent customer service and a “can do” attitude.
- Passionate about data and data quality.
- Able to understand and investigate topics related to multiple business areas.
- Analytically minded and a methodical problem solver
- Process orientated.
- Able to efficiently prioritize work and timely inform stakeholders on the progress.
- Experience of working within a GBS environment preferred.

Travel Requirements

- Position may involve minimal international travel up to 25% of the time, most trips will include overnight travel.

Languages

- Speaking: Yes English/Portuguese*
- Writing/Reading: Yes English/Portuguese*/**additional languages as required or nice to have

Working Conditions

- Hybrid working – 1 days per week in the office driven by business requirements as Convatec has a flexible approach to office working. Applicable local workplace laws and statutes should be included in the description of working conditions.

Our progress will give you countless opportunities to move forward too. Seek out new challenges, and you'll find them. Stretch your thinking, and you'll find new ways to make an impact. And if you embrace the opportunity to drive your own growth, you could go further, and achieve more, than ever before.

Job Benefits

EUR 57K – 106K *