

## VACANCY ANNOUNCEMENT

### **POSITION DETAILS**

**Title:** Master Data Specialist  
**Location:** Baku/Sumgayit

### **JOB SUMMARY**

This position is responsible for supporting existing business and new product development projects by identifying, defining, and cleansing business critical data that drives the planning, manufacturing and purchasing processes. Manage and maintain the integrity of organizational master data. Consult with internal departments on defining master data that enables and supports business processes while safeguarding the data and providing the end user community a trusted single version points of reference.

### **JOB DUTIES**

- Participate in defining and implementing Master Data governance model and processes with all departments to assure timely and accurate master data.
- Responsible for maintaining quality data in SAP
- Maintain Master data reports register (MCR form) live and sustainable
- Interacts cross-functionally with Production, Maintenance, Quality Control, Supply Chain, Planning, Distribution, Finance and Quality as the lead resource for the business in defining manufacturing Master Data
- Communicate with Technical functions to obtain reliable equipment data (part, serial numbers) and documentations (Quality plans, datasheets)
- Identifies and executes data cleanup projects to improve data accuracy
- Generates Materials Management Reports for Management review
- Creates spread sheets to manipulate data for bulk upload into SAP
- Ensure that all relevant procedures and processes are followed and adhered to in line with the Company's procedures and requirements
- Support Production, Quality Control and Engineering Departments, processing item master, BOM and other item information changes or implementations. Assist with implementation if required
- Focal Point for maintenance data changes resulting from Engineering Project work scope
- Ensures quality of master data in key systems, as well as, development and documentation of processes with other functional data owners to support ongoing maintenance and data integrity
- Assist in resolving data quality problems through the appropriate choice of error detection and correction, process control and improvement, or process design strategies collaborating with subject matter experts
- Actively work to achieve standardization and rationalization of the catalogue and the items within it
- Data analysis and reporting supports customer and business expectations
- Control item master architecture / hierarchy
- Item master and BOM compliance
- Ensuring all item and change requests comply with process and are accurate
- Identify and resolve item master data issues
- Support for materials master data cleansing

### **REQUIREMENTS**

#### **Functional**

- Knowledge of SAP systems, primarily in master data maintenance
- Good understanding of materials specifications

#### **Behavioral**

- Ability to communicate with all levels of the organization in a professional manner
- Ability to work independently and as part of a team
- Ability to meet deadlines and work well under pressure

#### **Education and experience**

- Bachelor's degree
- 3 years' experience with Item Master Data
- Certification in Materials Management or other Supply Chain is preferable
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### **APPLICATION PROCEDURE**

Interested candidates should submit CV's to [hr@socarpolymer.az](mailto:hr@socarpolymer.az) / [yabdullayeva@socarpolymer.az](mailto:yabdullayeva@socarpolymer.az) and indicate the position applying for in the Subject line.

The below vacancy is addressed to **nationals of Azerbaijan or with permanent residency in Azerbaijan**. All eligible applications for the advertised post will be assessed and given equal opportunities.

Application closing date: **January 21, 2018**