

## **Mizkan America, Inc.**

### **Job Title: Procurement System & Data Analyst**

Based in Mount Prospect, IL, Mizkan America is a subsidiary of the Mizkan Group, a global, family-owned company that has been Bringing Flavor to Life™ for more than 220 years. As one of the leading makers of vinegars, condiments, and sauces in the United States, Mizkan America maintains 12 manufacturing facilities that serve the retail, foodservice, specialty-Asian and food-ingredient trade channels. We are committed to following our two core principles: continuously challenging the status quo and delivering only the finest products for our customers. Our leadership seeks out, embraces, and implements ideas for improvement from all of its employees. Transparency and accountability are two key factors that drive our company's overall management approach.

We are looking for people who are seeking to deliver their best so that we can deliver ours. We're dedicated to maximizing the potential of our greatest assets—our team members. That is reflected in our ongoing commitment to recruit, develop, reward, and retain our talented, multicultural workforce. We hope to see you as part of our team's future success!

**SUMMARY:** We are looking for a Procurement Systems and Data Specialist to join our team and assist in optimizing our procurement systems, processes, and data for automation using Coupa, D365, PowerBI, and other online resources. You will play a role in supporting the transformation of our procurement function by identifying and converting manual processes into automated ones. The role may include daily administrative tasks that need to be scheduled for digital automation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Analyze business requirements and identify opportunities for automation.
- Troubleshoot and resolve any common issues or errors related to processes.
- Monitor and evaluate the performance and effectiveness of automated processes.
- Provide training and support to end-users and stakeholders on automation best practices.
- Collaborate with other teams and departments to ensure alignment and integration of automation solutions.

### **EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

- A bachelor's degree in finance, business, computer science or related field.
- Knowledge of procurement processes, policies, and best practices.
- At least 2 years of experience in procurement, data analysis, system administration, business intelligence, or internship.
- Proficient in Excel and PowerPoint.

- Experience in using Power BI, D365, and a plus.
- Strong analytical, problem-solving and communication skills.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.