Mizkan America, Inc.

Job Title: Master Data Management 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, food service, 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. Above all, we're dedicated to maximizing the potential of our greatest assets—our team members. That's 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: The Master Data Management Analyst will define, maintain, and enhance our Master Data Management (MDM) processes, initiatives, and data quality across the entire enterprise. In this role, you will be accountable for the execution of MDM processes and best practices to improve our overall data quality and management. Additionally, you will provide master data and analytics support for Mizkan and act as a central point for documentation, training, and support for all master data related functions. This role will also play a pivotal role in the development and continuous improvement of the master data team.

To be successful in this position you have a winning attitude, a positive problem-solving approach, an intellectual curiosity, an aptitude for critical thinking, and you enjoy working in a highly collaborative team environment. You also are a self-starter, a team leader, a team player, a change agent, customer-focused, results-driven, meticulous about details, and have an aptitude to see the big picture. In this role, you will have the ability to make significant and long-lasting impacts on the entire organization by advancing our data quality.

Key Responsibilities:
- Creating and maintaining all Master Data attributes in D365 F&O:
  - *Customer Master:* Collaborate with Sales Management and AR/Credit to set up and maintain customer master data
  - *Vendor Master:* Collaborate with Purchasing Management and AP to set up and maintain vendors
  - *Material Master:* Create new materials and enforce business processes and procedures for adding products/SKUs to our portfolio.

- o *Pricing Master*: Maintain all pricing master data in D365 F&O, including day-to-day and annual processes for updating global list prices, promotions, discounts, and surcharges.
  - o *Other master data:* As identified
- Adhere to strict timelines and communicate with internal and external stakeholders.
- Work collaboratively to document, maintain, and communicate master data policies, processes, standards, access controls, RACI, Metrics/KPIs, SLA's, training, and data quality procedures.
- Defines, designs, and builds data quality controls to proactively identify data integrity issues
- Support, coach, and train resources to create and/or modify material master data
- Collaborate with the business when new product configurations are contemplated to ensure that our master data management processes can accommodate evolving needs with existing ERP environments.
- Understands key cross-business processes and create business requirements documents as needed to facilitate system or data changes.
- Enforce SOPs across all business units to govern and control the integrity of master data in the context of existing business processes.
- Proactively diagnose and manage high-risk issues by reviewing and identifying operational improvements to ensure that data is handled and processed accurately.
- Conduct special analyses and/or studies to ensure quality standards are met including data governance and audit requirements.
- Collaborate and partner with internal and external personnel to obtain information to resolve issues.
- Provides data architecture support across various projects to ensure new systems and system changes adhere to the overall MDM Strategy and Roadmap.

Qualifications:

- BS degree in a relevant technical field or equivalent practical experience may be substituted.
- 4+ years of Data Management experience in an Enterprise Resource Planning system, preferably D365 F&O or a comparable ERP such as SAP/HANA or a previous version of any MS ERP (AX, NAV).
- Working knowledge of D365 F&O is a plus.
- Proficiency in MS Office Applications required, (especially Excel)
- Excellent critical thinking, analytical, problem-solving, interpersonal, time management, multi-tasking and communication skills.
- Establishes good working relationships with business owners, and supporting the governance structure to ensure on-going data accuracy and completeness.
- Strong skills in data administration, design, and architecture.
- Ability to work independently and as part of a team.
- Demonstrated ability to deliver on multiple projects.