# NOVARTIS

# Business Data Migration Expert -Procurement

Job ID
REQ-10028039
Nov 17, 2024
Malaysia

## About the Role

Major accountabilities:

- Perform or ensure data cleansing tasks are completed on time
- Complete data collection for manual/construction objects on time
- Work together with IT counterparts to prepare value mappings
- Create and maintain master lists if applicable for assigned objects
- Provide business insights and information to technical teams for extraction and conversion from the legacy system(s) for assigned data objects
- Work together with IT team and country Business Data Owners to identify objects in scope for country
- Ensure data readiness & verify quality throughout data journey for assigned data objects
- Verify that data is fit for purpose (incl. alignment with internal/external stakeholders)
- Approve upload files before and after load for all assigned data objects (including formal approval)
- Perform manual (type-in) data loads into target clients where applicable for assigned objects
- Perform dual maintenance
- Execution and approval of data verification scripts
- Act as SPoC for assigned objects as part of defect management process during Hypercare

Key performance indicators:

- Data Cleansing completion for relevant data objects on project(s) within the region based on given data migration schedule
- Data Loads completion for relevant data objects on project(s) within the region based on given data migration schedule
- All major issues related to data quality for relevant data objects resolved based on given project(s) schedule

Minimum Requirements:
Work Experience:

- Strong knowledge about the Direct and Indirect Procurement business processes in the area of Material management, Material master, Vendor master, Supplier Contracts, PO lifecycle.
- Data Migration experience preferred
- 5+ years in country & global roles (ERP project implementation experience preferred)

Skills:

- Good communication and negotiation skills, good stakeholder management
- Strategic and hands on way of working (running meetings, tracking progress, managing issues)

- Strong Excel Skills

Languages :

- Fluent English (additional languages preferred) .

## Role Requirements

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Division
Operations
Business Unit
CTS
Location
Malaysia
Site
Selangor
Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)
Functional Area
BD&L & Strategic Planning
Job Type
Full time
Employment Type
Regular
Shift Work
No
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