

JOB DESCRIPTION

Job Title	MDM SUPPORTIVE STAFF	Date Posted	5 Jun 2023
Department	AMS (Application Management Service)	Posting Expires	20 Jun 2023
Position	Staff	Reporting Line	Team Leader
Project	N/A	Quantity	01
Location	Tan Binh Dist. HCMC - Onsite - HCM	Travel Required	N/A
Level	Staff	Will Train Applicant(s)	Yes
Type of Hiring	<input checked="" type="checkbox"/> Addition <input checked="" type="checkbox"/> Replacement	HR Contact	Full-time contract
Salary Range	Negotiate	Headhunter	No

[JOB OVERVIEW]

Master Data Management (MDM) responsible for creation, implementation of master data solutions which enable users to optimize system capabilities. You will also inform clients of the product terms and features and project a professional company image through voice and online interactions. Supporting customer (end-user) to deliver successfully through & safeguarding the DMS execution to secure cross-functional coordination on:

- DMS platform readiness & user services
- DMS data maintenance & quality check
- DMS service/system smooth delivery & improvement

[REQUIREMENTS]

Gender:	Both	Age:	N/A
Minimum Education:	College Degree	Working Experience:	1+ years' experience
Residence:	N/A	Other:	N/A

JOB DESCRIPTION	<ul style="list-style-type: none"> - Setup DMS promotions and cross-check promotion information before and after import. - Smoke test implemented function to ensure integrity of the data and the system. - Collaborate with Call center team and end-user for problem understanding and month-end data check. - Ensures quality of master data in key systems. - Work closely with the business/IT to ensure alignment of master data rules and the operations of the application meet all requirements. - Improve data quality and helps to resolve data quality problems. - Ensure functional master data integrity across the operational systems is consistent and meets stated business rules and requirements. - Collaborate with system vendor on issues, service ticket raising & follow up.
------------------------	--

QUALIFICATION	<ul style="list-style-type: none"> - Bachelor's degree or equivalent combination of education and experience. - Bachelor's degree in information science, data management, computer science or related field preferred. - Experience in Excel and Power Query. - Good personal computer and business solutions software skills. - Good communication skills to communicate with customers, team members, external data providers, and management. - Good skills in data administration, design, and architecture. - Good analytical and problem-solving skills. - Ability to work independently and as part of a team. - Knowledgeable in automation tool (RPA – Robotic Process Automation) is a plus such as: Excel Macro, Power automate, Data load, Auto Hot Key,... - Knowledgeable English is a plus
----------------------	--

[BENEFITS]

	<ul style="list-style-type: none"> - Receive full training from Inter-K JSC (Orientation, Development, ...) - Performance appraisal - Learning and development opportunities - 13th month's salary and additional bonuses based on the business performance - 12 days Annual Leave per year - All insurance based on Labor Law - Opportunities to work oversea, work in a big and global team, work directly with customers - Free parking at Inter-K Office's parking area - We truly value your thoughts and opinions - A professional, friendly, and well-equipped environment - Atten Associate Social Activities, Team-Building, Year-end party, sport, and other activities
--	---

[APPLICATIONS ACCEPTED BY]



Fax or email:	Recruit@inter-k.com +84 28 2214 0047 Subject Line: Title: [Inter-K] –Position– Your Name	Mail:	INTER-K JSC 05 Dong Da, W.2, Tan Binh D., HCMC., Vietnam HRs Department – +84 28 2214 0047
----------------------	---	--------------	---

