

# Business Data Migration Expert -Procurement

Job ID  
REQ-10028039  
Nov 17, 2024  
Malaysia

## Summary

Business Data Migration expert for Procurement/Material management on LDC ERP program ensures data is delivered according to global/deployment/country requirements and timelines and responsible for data migration activities in a deployment (above-country) for Data objects in his/her scope. The data includes but is not limited to Material master, Vendor master, PO, PR, SL, PIR in both Direct and Indirect Procurement. Acts as the functional SPoC for data migration on the assigned objects for a given release.

## 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) .

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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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