

## JOB DESCRIPTION

### LOCATION:

**Schaffhausen, Switzerland**

### MASTER DATA & OTC SPECIALIST

**The Master Data Specialist will be working closely together with the business process experts, key users and 3<sup>rd</sup> party providers in order to ensure data quality, compliance and operating procedures. Previous knowledge of SAP (master data/order to cash etc.) is required. This position is a great opportunity for a motivated person willing to develop further on master data and business process management, with focus on OTC, while working in an international and multi-disciplinary team.**

### THE POSITION

- Execute changes to SAP master data (e.g. customer, vendor, materials etc.) as approved by the business
- Ability to understand business requirements related to Order to Cash area and ensure proper delivery
- Coordinate material and finish products master data setup, validations and periodic maintenance
- Perform regular business related activities e.g. price and contracts updates, approval schemes
- System monitoring and user management related activities
- Perform mass updates as required
- Participate in projects and initiatives across multiple functional areas and regions
- Work with business units and process experts to resolve master data issues
- Ensure data quality, compliance and consistency of master data across business systems
- Support the business with required procedures, submit incidents and change requests when needed
- Assist business process experts in defining standard operating procedures, process flows and related documentation

### WE LOOK FOR

- Previous master data management experience in SAP
- Strong Microsoft Office suite skills
- Specific knowledge around SAP LSMW, workflow or authorizations is a plus
- Able to understand and investigate topics related to multiple business areas
- Analytically minded and methodical problem solver
- Very good interpersonal skills with excellent customer service and "can do" mentality
- Process orientation and user satisfaction attitude
- Able to efficiently prioritize work and timely inform stakeholders on the progress
- Experience working within a multi-cultural environment
- Strong written and communication skills in English language, any other European language is a plus

### OUR COMPANY

CONFIDENTIAL

AOC Aliancys is the leading global supplier of polyester and vinyl ester resins, gelcoats and specialty materials used for the composites industry. With strong capabilities around the world in manufacturing and science, the company delivers unrivaled quality, service and reliability for today, and is creating innovative solutions for tomorrow. Together with its customers, AOC Aliancys is shaping the future of composites with new technology and applications. So let's talk, and find ways to increase our mutual business success.

AOC Aliancys' headquarters are based in Collierville (TN, USA) and Schaffhausen (Switzerland). To learn more, visit [www.aocaliencys.com](http://www.aocaliencys.com).

## OUR COMPANY CULTURE ELEMENTS

- Respect others & yourself
- Passion for our customers
- Hunt for opportunities that bring value
- Whatever-it-takes mentality
- Stand for teamwork and collaboration

## WE OFFER

- Motivating and challenging position in an international company.
- Very competitive salary package based on your profile.

## CONTACT

- Please send your job application and resume to [manuela.tobler@aocaliencys.com](mailto:manuela.tobler@aocaliencys.com).
- If you would like to have more information on this job opportunity, please contact us at the same email address to set up a call.