

Poland Jobs Expertini®

Master Data Management (MDM) Specialist

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Company: TMF Group

Location: Katowice

Category: computer-and-mathematical

We never ask for payment as part of our selection process, and we always contact candidates via our corporate accounts and platforms. If you are approached for payment, this is likely to be fraudulent. Please check to see whether the role you are interested in is posted on our career website.

About TMF Group

TMF Group is a leading provider of employee, financial and legal administration services, helping clients invest and operate safely around the world. Our 10, experts in offices across 86 jurisdictions worldwide serve corporates, financial institutions, asset managers, private clients and family offices, providing the combination of accounting, tax, payroll, fund administration, compliance and entity management services essential to global business success.

We have been present in Poland for over 20 years, helping our clients from offices in Warsaw and Katowice, where more than people already work.

Katowice is also the location for our new structure - the Regional Delivery Center, whose task is to serve the European markets of our clients, companies from the Fortune and FTSE rankings. As part of the structures, we are looking for specialists in the field of international accounting & tax, human resources and payroll, and global entity management. We also build teams that will be responsible for handling international funds and supporting internal financial processes of the TMF Group.

Job purpose

We are looking to add new talent to our Master Data Management (MDM) team. MDM team

has pivotal role in structuring TMF as digital organization, relying on automation and standardization of our central processes. Our team is global and part of TMF group's Internal Finance department. In our everyday work we cooperate with order-to-cash, purchase-to-pay & record-to-report and take care of their data in order to make all processes run smoothly.

For this role we are looking for person based in Poland or in Serbia. You will have possibility to work remotely or from our offices in Katowice/Belgrade.

Key responsibilities:

Maintenance of customer, supplier, worker, and other master data

Verifying completeness and correctness of requests submitted by other stakeholders within the organization.

Making sure all requests are being processed in timely manner.

Data quality follow-up of all master data entries.

Exporting data from system for further analysis.

Leading/assisting in data migration activities for importing legacy data.

Providing training on data management best practices to employees who use the system.

Continuous improvement of current processes and creation of process documentation.

Key requirements:

University/College Degree, preferably in IT, Finance, Accounting, Economics or equivalent technical discipline.

Fluent in English both writing & speaking

Experience of working in ERP systems.

Knowledge of common Excel functionalities.

Possesses strong analytical and critical thinking.

Experience with process documentation will be an asset.

Knowledge of MS Access is preferable, but not mandatory.

Working at TMF Group offers:

Convenient central location of the office

Stable employment

Flexi-time and remote working

Private medical care

Access to a language platform with 12 different languages to learn

Access to a mental health and well-being platform offering a variety of functionalities that will support you in caring for your well-being

Exceptional people and atmosphere

Christmas and occasional gifts

Other benefits depending on local country

*** Please note, we'll contact selected Candidates only.**

Applications close: 31 May Central European Daylight Time

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