



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

Master Data Analyst

Job ID	59236-en_US-4938	
Web Address	https://careers.indigenous.link/viewjob?jobname=59236-en_US-4938	
Company	TC Energy	
Location	Calgary, AB	
Date Posted	From: 2019-07-15	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

Master Data Analyst Reference Code: 59236

Location: Canada (CA) - Calgary, AB Job Category: Supply Chain/Procurement Employment Type: Employee Full-time Relocation Eligibility: This position is not eligible for our relocation program Application Deadline: 07/19/2019

We all need energy. It warms our homes, cooks our food, gives us light, and gets us where we need to go. It also improves our quality of life in countless other ways. At TC Energy, our job is to deliver that energy to millions of people who depend on it across North America. And we take our job very seriously. Guided by our values of safety, integrity, responsibility and collaboration, we develop and operate our facilities safely, reliably and with care for our impact on the environment. With our presence across the continent, our people play an active role in building strong communities. We're proud of how our hard work and commitment sets us apart and benefits society, every day. We're looking for new team members who share our values and are ready to take on exciting challenges. The opportunity Reporting to the applicable SC Manager, Process, Learning and Governance the Master Data Analyst role is responsible for coordinating and performing day to day tasks for the creation, maintenance, and data quality improvements of Master Data throughout the lifecycle. This role is also responsible for providing information to internal and external auditors relating to the periodic audit of the data objects in adherence to Sarbanes Oxley (SOX) Controls. What you'll do

- Manage requests for business and supply chain stakeholders requesting creation and/or changes to vendor, material and service master data
- Maintain the Master Data intake request tool, complete requests within identified SLA and ensure internal and external stakeholder are address with great customer service
- Create Master Data - Utilize Winshuttle, MDM customized toolsets, Microsoft Office and SAP to create master data items for Supply Chain transactions
- Adhere to the defined MDM governance documentation including approver matrices, data dictionaries, process maps, and change logs
- Manages master data requests and provides analysis and integrated solutions to eliminate reoccurring data issues
- Manages the relationship with all business partners related to Master Data requests
- Collaborate with requestors to obtain complete data requests that can be submitted for approval before upload
- Customer service with respect to managing intake requests with external and internal clients
- Reviews data inputting and processes to ensure quality, consistency, and timeliness
- Is responsible for data accuracy, performing and reporting on periodic audits and data integrity checks
- Audit incoming information to ensure accuracy and completeness prior to submitting/processing into production systems
- Manage data quality, duplicate and obsolescence validation processes to ensure a high standard of data quality is maintained
- Manage duplicate checks within established timelines
- Ensure governance documentation is properly utilized and retained on shared directories, email boxes and SharePoint sites
- Ensure compliance to work standards, policies and procedures
- Support cross-training of team members to increase overall effectiveness and versatility as required

- Assure and maintain data integrity in all work.

Minimum Qualifications

- Post-secondary education with relevant course Supply Chain or similar.
- 1-2 years of Master Data Management experience.
- Minimum 2 years experience in Supply Chain Management Process and Systems.
- Very good computer skills including Microsoft Office Suite.
- Excellent organizational and interpersonal skills.
- Good oral and written communication skills.
- Ability to work with a large volume of projects/initiatives within tight deadlines.

Preferred Qualifications

- SAP MM, PM, MDM Training.
- Proficiency Level in SAP with respect to Master Data Management and Procure to Pay cycle.
- Work experience in a functional stream of supply chain, maintenance planning, materials management or warehousing.
- Aptitude for technology and the capability to manage information and data.
- Experience with LSMW/Winshuttle
- Experience with training or user support.

Apply now! Apply to this posting by 07/19/2019 using reference code 59236. You must apply through our jobs system at jobs.tcenenergy.com. Only applications submitted through our system will be acknowledged. Use a desktop or laptop computer to avoid system errors. TC Energy is an equal opportunity employer. Learn more Visit us at TCEnergy.com and connect with us on our social media channels for our latest news, employee stories, community activities, and other updates. Thank you for choosing TC Energy in your career search. * Depending on qualifications, the successful candidate may be offered a position at a more appropriate level and/or ladder. * Applicants must have legal authorization to work in the country in which the position is based with no restrictions. * All positions require background screening. Some require criminal and/or credit checks to comply with regulations. * TC Energy is an Equal Opportunity Employer and is committed to provide employment opportunities to all qualified individuals, without regard to race, religion, age, sex, color, national origin, sexual orientation, gender identity, veteran status, or disability. Accommodation for applicants with disabilities is available on request during the recruitment process. Applicants with disabilities can request accessible formats or communication supports by contacting careers@transcanada.com.

For more information, visit TCEnergy.com for Master Data Analyst