

Master Data Analyst

Your tasks

The Accounts Payable Analyst is to become the subject matter expert, and technical escalation point who will assist the business in solving complex data related issues. He is also expected to initiate process standardization, and data cleansing activities which will protect data integrity, and global consistency.

Key Success Factors

- Analyze and resolve complex data related issues and become the technical escalation point of the business
- Responsible for day-to-day operational activities such as account creations, modifications, blocking, deletions, reactivations in accordance with the company's data management work processes and procedures.
- Execute requests from the different stakeholders in Asia related to data cleansing initiatives/harmonization activities provided the necessary documents, and approvals are in place.
- Strict implementation of Continental policies & procedures to achieve global data integrity and consistency.
- Perform compliances checks on business request to ensure quality and accuracy of results.
- Responsible for the timely and proper escalation of incidents/issues/concerns to Team Lead or Service Delivery Manager.
- Provide support or issues and escalations and assist other team members as required.
- Provide support in the overall data management process via training, respond to questions/issues linked to master data, preparation of specific queries on request.
- Perform troubleshooting as needed and rule out discrepancies in the master data set up. If technical issue is unresolved, assist the requestor in escalating to SAP IT/ Central or Local Key user as applicable.
- Support his /her Team Lead or Service Delivery Manager to perform assigned internal compliance activities or to support external audit engagement.
- Support additional activities as may assigned by Team Lead or Service Delivery Manager

Your profile

- Graduate of any four year course with bachelor's degree holder in Finance, Engineering, IT or any other related courses.
- 2 - 4 years work related experience in master data activities or related processes (e.g., vendor, materials, customer data, etc.).
- Advanced knowledge of at least two master data process either vendor, customer, FINA or other related master data processes.
- Proficient in using Microsoft Office applications; advanced knowledge



Job ID
REF55525G

Location
Taguig

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
Continental Global Business Services Manila, Inc.

in using Microsoft Excel.

- At least two (2) + years experience in managing or participated in projects for master data.
- Basic knowledge in master data migration, data cleansing, and harmonization efforts
- Have work with Project teams on process improvements, development of KPI and other quality measures
- Able to facilitate team meetings to share best practices, lead process improvement initiatives, actively participate/form part of GBS committees (such as events comm., Connect)
- Experience working in a multinational or international teams set up.
- Above average communication and organization skills.

Our offer

- Hybrid work setup
- HMO upon hire
- Values-based culture
- Work-life balance
- Learning Opportunities

Ready to drive with Continental? Take the first step and fill in the online application.

About us

- Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent, and affordable solutions for vehicles, machines, traffic and transportation.

Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

On Jan 2024, Continental Automotive Business Services (CABS) Hub APAC joined GBS Manila. CABS Hub APAC (formerly known as Finance Service Center Philippines - FSCP), started on 2012. It provides end-to-end accounting services in APAC Region with workstreams: Accounts Payable, Accounts Receivable, Master Data Management, Cash Management, General Ledger, Statutory Reporting, and Process Excellence.