

## Role Profile

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**Job Title:** Junior Master Data & Business Systems Analyst  
**Department:** IT  
**Reports To:** Master Data & Business Systems Manager  
**Job Location:** Monaghan, Ireland  
**Ref:** Ref-306, V1, 22/05/2024

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### Job summary:

The successful individual will primarily take ownership of the daily management of Group Master Data Setup, assisting with the support, delivery, and continuous improvement of Business Systems across the Monaghan Group.

### Main Duties:

- Setup and maintain Group Master Data in all Business Systems.
- Act as the primary point of contact for managing, analysing, and resolving master data issues.
- Review, develop and implement processes to preserve master data quality and integrity.
- Assist in the development, configuration, and implementation of new Master Data solutions to streamline data collection from existing processes across the Monaghan business.
- Collaborate with multiple business departments to understand requirements and then to develop and map appropriate solutions.
- Provide support for all Business Systems within the candidate's remit.
- Assist with on-site support of Business System implementations and upgrades.
- Develop user documentation and training materials for business processes and procedures as required.

### Competencies to perform the role:

- Strong organisational, analytical, and problem-solving skills.
- Methodical and logical approach to completing tasks.
- Excellent attention to detail and follow workflow instructions.
- Excellent interpersonal and communication skills.
- Self-motivated, results focused, able to work on own initiative and as part of a busy team.
- Perform as an effective and positive team member.
- Exercise sound judgment and take initiative.
- Ability to multi-task with a flexible attitude to handling changing priorities.
- Good communication skills (verbal and written) with proficient level of English

### Experience and Qualifications:

- Suitable 3rd level qualification, Business, IT, Agri-Food or Supply Chain related desirable but not essential
- Previous experience working in a FMCG environment.

- Previous experience working with ERP Solutions or Master Data Setup.
- Previous experience of Customer Service / Support in an application support environment.

#### **Other Significant Role Requirements**

- Some travel to other Monaghan Group sites may be necessary
- Product and application support outside normal working hours may be required to ensure business continuity

#### **Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact