

# S2P SLM Data Steward Specialist with Spanish & Italian

Job ID REQ-10065285

11月 21, 2025

Czech Republic

## 摘要

#LI-Hybrid

Location: Prague, Czech Republic

The Source to Pay Supplier Life Management Data Steward is a subject matter expert responsible for maintaining, governing, and optimizing vendor master data quality within the Source-to-Pay lifecycle. You will validate incoming requests, ensure compliance with corporate standards, perform data integrity checks, call back, sensitive checks and continuously seek out opportunities to improve processes and enhance data accuracy. A deep understanding of SAP, MDG-S, ORO, excel master data modules is critical, as is the ability to collaborate effectively with internal and external stakeholders.

About the Role

Key Responsibilities:

- Validate the correctness of incoming requests for vendor creation and updates, ensuring proper supporting documentation is provided.
- Manage data entry and data quality checks in S360 (ORO platform), ensuring alignment with Novartis policies.
- Conduct regular data audits, identifying duplicates, outdated records, and formatting inconsistencies. Perform root cause analysis of data issues; take corrective action to prevent recurring errors.
- Contribute to defining and implementing a Master Data Governance model, including approval workflows and data lifecycle management.
- Communicate effectively with both internal and external stakeholders, providing guidance on data requirements.
- Generate and distribute regular data quality metrics and performance reports.
- Track Key Performance Indicators (KPIs) to measure progress in data cleansing, data completeness, and process compliance.

#### **Essential Requirements:**

- Bachelor's degree in business, Finance, Accounting, Data Management, or a related field.
- Strong proficiency in SAP (S4/HANA) or similar ERP systems; knowledge of ETL tools is a plus.
- · Knowledge about ORO is nice to have
- Excellent attention to detail, critical thinking, and analytical skills.
- · High level of proficiency in MS Office (Word, Excel) for reporting and data analysis.
- Strong communication skills (written and verbal) in English, Spanish & Italian.
- Availability to work in shifts when required, maintaining flexibility for urgent data-related requests

#### Benefits & Rewards

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement); 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services:

#### https://www.novartis.cz/

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#### Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <a href="https://www.novartis.com/about/strategy/people-and-culture">https://www.novartis.com/about/strategy/people-and-culture</a>

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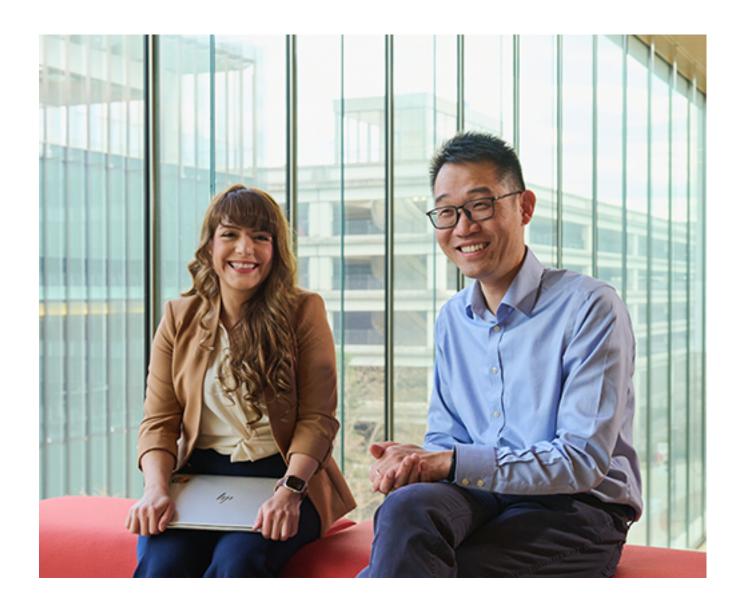
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部门 Finance

Business Unit Finance

地点

Czech Republic
站点 Prague
Company / Legal Entity CZ02 (FCRS = CZ002) Novartis s.r.o.
Functional Area Audit & Finance
Job Type Full time
Employment Type Regular
Shift Work No
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### List of links present in page

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- 2. https://www.novartis.com/about/strategy/people-and-culture
- 3. https://talentnetwork.novartis.com/network
- 4. https://www.novartis.com/careers/benefits-rewards
- 5. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/S2P-SLM-Data-Steward-Specialist-with-Spanish---ItalianREQ-10065285
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