

Data Steward Specialist (with language proficiency in Mandarin/Thai/ Vietnamese/Japanese/Arabic)

Job ID
REQ-10065417

10月 30, 2025

Malaysia

摘要

#LI-Hybrid

Internal job title : S2P SLM Data Steward Specialist

Location : Selangor, Malaysia

The S2P SLM 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 Accountabilities & Responsibilities

- **Supplier Master Data Maintenance**
- 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.
- Oversee special projects related to vendor data e.g., listing new vendors, unblocking suspended vendors.
- **Data Quality & Compliance**
- Conduct regular data audits, identifying duplicates, outdated records, and formatting inconsistencies.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.
- Champion adherence to Novartis Internal Controls & System (or equivalent) requirements, ensuring all processes align with established internal controls.
- **Process Improvement & Governance**
- Contribute to defining and implementing a Master Data Governance model, including approval workflows and data lifecycle management.
- Identify opportunities for process enhancements, leveraging analytics and best practices to drive efficiency.
- Assist in developing and documenting Desk Top Procedures for data stewardship functions.
- **Stakeholder Collaboration**
- Act as a central point of contact for vendor master data inquiries from Finance, Procurement, and other relevant teams.
- Communicate effectively with both internal and external stakeholders, providing guidance on data requirements.
- Deliver end-user training and support, promoting best practices in data management across the organization.
- **Reporting & Analytics**
- 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.
- Present findings and recommendations to management and cross-functional teams for continuous improvement.

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.
- Availability to work in shifts when required, maintaining flexibility for urgent data-related requests.
- Minimum of 1-3 years' experience in master data management, accounting, or finance roles.

Languages (verbal & written):

- Strong communication skills in English plus any other language of Japanese/Chinese/Vietnamese/Thai/ Arabic.

Commitment to Diversity and Inclusion / EEO paragraph:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

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? <https://www.novartis.com/about/strategy/people-and-culture>

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部门
Finance

Business Unit
CTS

地点
Malaysia

站点
Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area
Audit & Finance

Job Type
Full time

Employment Type
Regular

Shift Work
No

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