

Data Steward Associate (Mandarin & Korean/Japanese) - Entry Level

Job ID
REQ-10066571

1月 05, 2026

Malaysia

摘要

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 Responsibilities:

- Validate the correctness of incoming requests for vendor creation and updates, ensuring

proper supporting documentation is provided.

- Conduct regular data audits, identifying duplicates, outdated records, and formatting inconsistencies.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.
- 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.
- 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.
- Generate and distribute regular data quality metrics and performance reports.

Essential Requirements:

- Recent graduate with a degree in Business, Finance, Accounting, Data Management, or related field.
- Language Requirement: Proficiency in Mandarin and either Korean or Japanese (read, write, and speak).
- Strong attention to detail and willingness to learn new systems and processes.
- Good analytical and problem-solving skills.
- Basic proficiency in MS Office (Excel, Word); knowledge of ERP systems (SAP) is a plus but not required.
- Strong communication skills in English.

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>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门
Finance

Business Unit
Finance

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

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer69633ee4c5d83177528543"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth  var config = { targetId:
"kalturaplayer69633ee4c5d83177528543", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
```

```

allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ' , ' right' , ' top ' , 'bottom ' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside' , ' hidden ' , 'over ' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };

```

```

try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); } catch (e) { console.error(e.message) }

```



VIDEO

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

Job ID
REQ-10066571

Data Steward Associate (Mandarin & Korean/Japanese) - Entry Level

[Apply to Job](#)



Job ID
REQ-10066571

Data Steward Associate (Mandarin & Korean/Japanese) - Entry Level

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10066571-data-steward-associate-mandarin-koreanjapanese-entry-level>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://www.novartis.com/careers/benefits-rewards>
3. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Selangor/Data-Steward-Associate--Mandarin---Korean-Japanese----Entry-LevelREQ-10066571-1>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Selangor/Data-Steward-Associate--Mandarin---Korean-Japanese----Entry-LevelREQ-10066571-1>