

Job Identification

Job Title: Materials Master Data Administrator
Division: Bailey Metal Products Limited
Reports to: Director of Finance and Accounting

Job Purpose Summary

The Materials Master Data Administrator is responsible for the creation and maintenance of Materials Master Data in SAP and performing various inventory related functions. The incumbent will be highly skilled in Microsoft Office and also have experience in SAP Materials Management in a manufacturing environment.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

- Maintain and update SAP master data for all existing items (currently over 25,000) in all plants (currently 7).
- Maintain and update Materials Master, Bills of Materials, Routings and Info Records.
- Serves as liaison with all the departments responsible for authorizing SAP Material Master Data.
- Assemble master data input information from key stakeholders (Operations, Sales & Finance).
- Create new items as requested from authorized stakeholders.
- Maintain material master naming convention guidelines for all materials, descriptions, material groups.
- Roll-up of costing for all materials on a monthly basis.
- Understand product costing and ensuring costing values reflect costing methodology.
- Participate in Bailey quarterly inventory count.
- Assist Direct of Finance & Accounting on projects as required.
- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Understand, support and adhere to the company's health and safety policies, programs and procedures by communicating and promoting health and safety awareness to coworkers and subordinates.
- Other duties and responsibilities as assigned.

Qualifications

- Minimum 3-5 years of work experience.
- Experienced with SAP master data creation and maintenance in a manufacturing environment.
- Knowledge of SAP Materials Management including Materials Master, BOM, Routings.
- Proficient with Microsoft Office Programs with Advanced Skills using MS Excel.
- Good communication and time management skills.

Work Conditions

- Overtime as required.