

## **Global Master Data Manager (Customers and Vendors)**

*Inceptua is a global pharmaceutical services company with market-leading capabilities across multiple business areas. We have over 25 years of experience serving life science companies of various sizes and global operations with offices across Europe, North America, and Asia.*

*We provide clinical trial supply, services, and logistics, including comparator sourcing of medicines, packaging, labelling, storage, and distribution services. And we offer strategic advice, design, facilitation, and implementation of global early access programs, and distributes unlicensed and other medicines worldwide.*

*Our success is based on the motivation, dedication, and performance of our people. We strive to go the extra mile and achieve excellence in all our services.*

We are hiring for the position of **Global Master data Manager** to be based in our office in **Berlin** for immediate start. You will be reporting to our Director, Global Treasury & AP/AR, Global Finance, and will become part of our global Finance Team. You will work closely with internal and external stakeholders of different business units and departments.

### **Responsibilities include, but are not limited to:**

- Maintains and updates customer and vendor Master Data, ensuring the accuracy, completeness and consistency of the master data across the organization.
- Develop and maintaining the master data management system storing all business relevant enterprise data in a uniform manner to ensure that an organisation's information can be used consistently.
- Prepare monthly/yearly analytical and ratio analysis in relation to Master Data to gain a better understanding of how keep and identify possible improves, updates and/or verifications.
- Copies, files, and retrieves materials for Master data as needed.
- Relays changes of information to appropriate employees
- Responsible for defining and enforcing policies and procedures for managing Master data, including data quality and data security.
- Responsible for working with business stakeholders to understand their data requirements.
- Support other accounting and finance team members.
- Establishing and maintaining relationships with new and existing customers and supplier
- Collaborates closely with teammates to improve service quality and defining required actions.
- Performs other related duties as assigned.

### **Your profile:**

- You have a minimum of 3 years of experience in Master data setting and management.
- You have also a basic knowledge accounting and European VAT requirements
- You are proficient in Navision/Dynamics 365 and MS office tools, in particular advanced Excel Skills
- You are business fluent in English, and the knowledge of an additional European language (Spanish or French) is an advantage.
- You have a high level of accuracy for data entry and can work quickly and efficiently.
- You have preferably worked in medium-big sized international environment, previous experience in pharmaceuticals sector is an advantage.
- You have excellent communication skills and a strong collaborative mindset.
- You are a great team player with a good sense for different cultures and working environments.
- You are capable to work independently, managing priorities and following the company policies.
- You are able to maintain good customer/vendor relationships and anticipate their need.

This position is full-time with a **hybrid schedule** (three fixed days per week in the office (Tuesday, Wednesday, Thursday), and the flexibility to work from home the two other days). Our company is home to employees from various backgrounds that speak a range of languages.

If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application in English, including a covering letter, to [recruitment@inceptua.com](mailto:recruitment@inceptua.com) . Attachments must be in PDF format.