



Trizma Smartsourcing is the leading BPTP company with headquarter in Serbia. Trizma is serving over 43 clients around the clock in 17 major international languages and operating through our cost and energy efficient state of art service locations. Our mission is to work closely with our clients in order to discover, develop and deliver services based on integrity and trust. Trizma sustainable guarantees are:

- ✓ More than 12 years of progressive long-term growth
- ✓ Direct access to leading innovative technologies and highly educated talent pool
- ✓ International delivery capabilities already supporting key clients across three continents
- ✓ ISO-9001 certified quality standards of operation in a every single business account
- ✓ Regional proximity and business practices expertize guaranteeing client satisfaction

Master Data Specialist

Position Summary & Key Areas of Responsibility:

As a part of Data Management team, the Master Data Specialist is accountable for creation, maintenance and adaptation of SAP Master Data records for all business units ensuring data accuracy and compliance.

Main tasks:

- Coordinate and timely adapt the collection of Master Data from the data owners ensuring data accuracy and compliance
- Maintain, change and create master data on a daily basis
- Perform data error cleansing, ensuring the correct assignment of the data
- Ensure data compliance and quality in coordination with other departments (Quality, Trade Compliance etc.)
- Provide expertise on Master Data to operations and finance activities
- Support process improvements and proactively identify process enhancement opportunities
- Correspond with vendors in order to acquire missing documents on time

Candidate profile and qualifications:

- Education in Administration, Finance or Supply Chain
- 1+ year of working experience in Data Management
- Good command of MS Office – advance Excel skills
- Knowledge of SAP is a plus
- Fluency in English (B1 level)
- Experience in aviation sector would be an advantage
- Detail-oriented personality
- Ability to perform tasks accurately and thoroughly
- High level of service orientation

Trizma is offering:

- Long term employment opportunity for best performing candidates
- Performing services for a multinational company
- Dynamic and responsible position
- Chance for a professional and personal development
- Advancement opportunity