

# ProBuild Holdings, Inc.

## Job Opening - Master Data Coordinator

### **PURPOSE**

Contributes to the coordination of master data requirements and governances that encompass costing/pricing, item, supplier and EDI objectives. Coordinates program cost templates and purchase order processes for all supplier cost programs to achieve supply chain financial objectives. Responsible for accurate and timely data entry and maintenance into the ProEdge system. Coordinates all efforts with the Data Quality, Electronic Data Information teams and ProBuild suppliers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides cost/price file coordination and validation by performing program costing template file transfers to company ERP. Communicates updated information to Supply Chain.
2. Handles supplier inquiries regarding missing or duplicate item numbers, inaccurate location or distribution information. Researches and troubleshoots errors and resolves any data issues that may occur.
3. Advises Data Quality and Electronic Data Information Teams of any data issues.
4. Reviews and validates current suppliers cost programs are setup in ProEdge.
5. Compiles, sorts, and verifies accuracy of data to be entered.
6. Performs simple system testing, documentation, logging, and communication of results.
7. Assists with ProEdge setups and coordination with EDI Team.
8. Coordinates supplier testing schedules by providing mapping and testing documents to suppliers.
9. Generates reports and responds to inquiries regarding entered data as requested
10. Maintains confidential information.
11. Attends required data entry training and meetings and provides input on enhancements of data systems.
12. Understands and observes all safety procedures and practices in order to prevent injury to self or co-workers; attends periodic safety meetings as required; may recommend changes to improve safety procedures.
13. Other duties may be assigned.

### **COMPETENCIES**

- Proficient in Excel
- Good verbal and written communication skills
- Strong problem solving abilities
- Good interpersonal skills
- Good organizational and time management skills
- Strong attention to detail
- Knowledgeable of SQL and database querying
- Proficiency in Microsoft Office Suite and an enterprise resource planning (ERP) program

**MINIMUM REQUIREMENTS**

High school diploma or General Education Degree (GED) required and two (2) years of related experience, preferably in the building industry. Bachelor's Degree preferred.

**WORK ENVIRONMENT / PHYSICAL ACTIVITY** *The work environment and physical activity described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is in an office setting and generally sedentary with physical effort associated with using a computer, but may involve walking or standing for brief periods of time.
- May be required to occasionally to lift, carry, push, pull, or otherwise move objects up to 25 pounds.

For information and to apply, contact [www.ProBuild.com](http://www.ProBuild.com) and then the career link.