

<b>Job Title</b>	Data Analyst (ETL Mapping)
<b>Type</b>	Full-Time
<b>Reports To (title)</b>	Supplier Mapping Team Lead
<b>Department</b>	Supplier Mapping   Service Delivery
<b>Base Office</b>	Kuala Lumpur

### Job Summary

Data Analyst will be responsible for analyzing, mapping, investigating and testing various system-generated invoicing data as per client's profile. Data Analyst is required to have strong analytical skills, creative thinking and logical concepts to ensure that the results delivered are compliant towards business requirements.

### Essential Duties and Responsibilities

- Responsible for client's profile analysis and complete data maps within established SLAs
- Liaise with internal departments such as Implementation and Support teams to ensure resulting client profiles are accurate and complete
- Create and/ or amend client maps, using in-house tools, based on provided data samples and specifications
- Update and rework client profile as a result of changes in business requirements
- Provide second-line support for issues involving client maps
- Report any technical, fiscal or other concerns in a timely manner
- Define migration approach
- Conduct functional and Technical analysis
- Perform migration mapping, transformation design and implementation using ETL tools
- Prepare test scenarios
- Elicit customer requirements and translate them into functional, data mapping/ transformation requirements and interface specifications

### Education

- Candidate must possess at least a Professional Certificate, Diploma

### Experience

- Knowledge of invoicing or accounting systems.
- Knowledge in accounts payable/receivable or finance will be advantage
- Knowledge in accounting systems/Excel/Perl/EDI/XML/ANSI would be an advantage
- Object Oriented Programming (OOP), X-Path & XSLT background would be an added advantage
- Knowledge of ETL process would be an advantage
- Fresh Graduates are welcome to apply

## Personal Attributes

- Excellent Communication Skills (both written & oral)
- Analytical and good problem-solving skills
- Excellent ability to articulate problems and resolutions
- Attention to Details
- Logical thinking
- Ability to multi task and work under pressure

## Working Conditions

Work is performed in a normal office setting with minimal exposure to health or safety hazards. Substantial time is spent working on a computer.

## Core Competencies (Skills Matrix)

<b>Skills Matrix (those listed below are an example, feel free to change and add as many as appropriate for this position)</b>	<b>Optimum Index Level (1-5, 5 being highest)</b>
<b>COMMUNICATION</b>	
Ability to articulate problems and their resolutions effectively	5
Interpretation of analyzed data	4
Ability to understand and translate business requirement into technical solution	4
Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations	5
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	4
<b>RESEARCH/ANALYSIS</b>	
Good Problem Solving & Analytical Skills	5
Attention for Details	5
Identifying recurring issues and recommending resolution proactively	5
Resolving client file rejections	4
Providing analysis of client data based on Business requirements	5
Understanding of file types	4
<b>TOOLS</b>	
M S Office	4
Studio (ETL Tool)	5
X-Path & XSLT	3
Perl	2

Duties and responsibilities may change at the discretion of management.