

CARE CHANGES
EVERYTHING.

Beiersdorf

HOME OF



Eucerin

Hansaplast

LA PRAIRIE
SWITZERLAND

CHANTECAILLE

DATA INTEGRITY & DOCUMENTATION EXPERT (ALL GENDERS)

At Beiersdorf, we want to help people feel good about their skin – and our commitment goes far beyond caring for skin. For 140 years, we have developed innovative skin and body care products for well-known brands such as NIVEA, Eucerin, La Prairie, Hansaplast, and Labello. We act according to our purpose, WE CARE BEYOND SKIN, and take responsibility for our consumers, our employees, the environment and society.

Behind every brand, every product and every accomplishment are our more than 20,000 employees. It is for them that we live an inclusive culture of respect and trust that is strongly aligned with our values – CARE, COURAGE, SIMPLICITY and TRUST. We also embrace diversity by valuing the uniqueness of each individual and being committed to equal opportunities for all.

Master Data represent the base for all digitalization focus areas to support the defined business targets in the Win with Care Strategy and to leverage efficiency opportunities likewise. Data Integrity embedded is the key enabler for customization, flexibility and productivity gains. As Data Integrity and Documentation Expert you will support and monitor the execution of compliant Product Master Data processing including the respective compliant Documentation for the assortment – thus you will be an integral part in the innovation process (IIM).

YOUR TASKS

- Participation in the implementation of global Mater Data processes and their continuous improvements
- Documentation
 - Support functional departments in documentation processes: Provide templates, Creation of documents, data integrity checks, signature processes, upload of originals, distribution of documents to internal/external partners
 - Support IIM projects for medical devices/drugs:
 - o Assortment consultancy for Brands and set up of documentation relevant project timings together with IIM project lead
 - o Preparation of project review documentation according to QM manuals
 - o Formal check, uploading and distribution of artworks and master artworks
 - o Support functions with specific documents like Product Description, Technical Data Sheets, Serial Releases, Declarations of Conformity
 - o Support functional departments in Master Data creation, like NARTs or BoMs
 - o Formal check and release of International Product Master Files documents
 - Monitoring Data Integrity, like checking document structures and distribution lists and forwarding issues to the responsible user or by monitoring of outdated documents to support proproduct discontinuation
- Key-user activities
 - Identify system improvements, initialize respective changes and support their implementation
 - Creation of test plans in BSS test tool, testing and GxP-validation
 - Creation of training documents and training of users
 - Contribute and review system documentation, like blueprints and specifications
- Maintenance of Reference Data

ADDITIONAL INFORMATION

We embrace Diversity and Inclusion and are committed to providing equal opportunities to all of our applicants – regardless of race, gender, age, religion and beliefs, sexual orientation & gender identity, disability, cultural, ethnic or national origins. We would therefore kindly ask you to include only information and data in your documents which are relevant for the assessment of your application (e.g. curriculum vitae with relevant references and certificates) and encourage you to upload your CV without a picture.

This position can also be filled in Job Sharing. If you have any questions, please have a look at our [Jobsharing FAQs](#). Your responsible recruiter is Sadya Azzahra.

Have a look on our benefits! [What we offer – Our Benefits | Beiersdorf](#)

JOB DETAILS

Contract Type: Unlimited / Full-Time
Country / City: Germany / Hamburg
Company: Beiersdorf AG
Job ID: 16173

- Product codes, product hierarchy elements, affiliate numbers, text attributes, change numbers, takeover of project numbers from Accolade, Maintenance of organizational SAP structures

YOUR PROFILE

- Solid knowledge in SAP R/3 or S/4 Hana
- Affinity to processes and systems
- Project management skills with solution oriented mindset
- Good communications skills acting as confident, consistent and reliable business partner
- Fluent English communication skills spoken and written