We are looking for a detail-oriented problem-solver ready to master SAP and Excel while helping us modernize our database processes. If you have a "can-do" attitude and want to turn your analytical curiosity into real business impact, we want to meet you!

Vendor Master Data Analyst

Nr ref.: 74/10/2026/AK/270823/jobs.pl Kraków (małopolskie)

What you can expect from us?

- work in an international and well-known tobacco company
- salary: 7,425 PLN gross per month
- benefit system (OK system, Medical package)
- funding for the canteen - 270 PLN monthly
- flexible working hours
- **temporary** contract, with possibility of extention
- hybrid work (office in Cracow, Czyżyny)

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- **manage vendor data:** handle the end-to-end vendor lifecycle (creation, onboarding, updates, blocking) in SAP / SAP MDG while meeting strict service level agreements
- **ensure data quality:** audit data, resolve discrepancies, eliminate duplicates, and track key quality metrics
- **drive compliance:** ensure all vendor records comply with internal controls, governance frameworks, and sanctions screening procedures
- **collaborate:** act as the primary point of contact for Procurement, Finance, and Accounts Payable to resolve vendor-related issues
- **improve & report:** build KPI dashboards, support system upgrades (UAT), and identify opportunities for workflow automation

What we expect from you?

- **experience:** proven background in Master Data Management, Data Governance, or Procurement Operations
- **technical skills:** Familiarity with ERP systems (SAP / SAP MDG is a strong asset) and proficiency in MS Office
- **key traits:** high attention to detail, strong analytical problem-solving skills, and a compliance-oriented mindset
- **communication:** excellent verbal and written communication skills in English to effectively guide stakeholders and manage multiple priorities