

# Master Data

## About Albea & the Product line that is recruiting

Albéa is a global leader in beauty, personal care, oral care, pharmaceutical and food packaging. Our site, Albéa Matamoros is North America's Center of Excellence for Mascara, Lip Gloss and Lipstick Packaging.

## Scope

- This position reports to Controller directly.
- Responsible for Matamoros site.

## Main activities

1. Assists engineers in the creation of new item masters, bills of materials, routings, and work centers
2. Creates and updates of bills of materials, routings, work centers, status, etc...
3. Develops and rolls out processes as needed to enhance the master data management.
4. Prepares and distributes reports as directed by supervisor to support the business.
5. Coordinates with the various functional groups to insure ongoing data integrity.
6. Supports management of supply chain for new products in coordination with planning and engineering.
7. Identify continuous improvement and process standardization opportunities as process owner for the master data management in SAP.
8. Assists planning with price updates approved by purchasing.
9. Manage CI project tracker for Supply Chain department

## Accountability including KPIs

- Cumplir con las metas establecidas.
- Evitar el envio a cliente de piezas mal ensambladas, dañadas o con defectos.
- Disminuir el desperdicio de material por mal manejo, daños o defectos de producción.
- Reportar condiciones que impidan realizar su trabajo de forma inmediata
- Cumplir con el reglamento interior de trabajo y reglas internas de la planta
- Respetar en todo momento los valores de: Integridad, Rendición de Cuentas, Confianza, Transparencia y Trabajo en Equipo.

## Profile (Experience & qualifications)

- B.A. in Engineering or Business
- Four year degree or minimum three years' experience in similar position
- Supply Chain roles including production planning, purchasing, inventory management, and master scheduler
- Bilingual (Spanish/English)
- Handles multiple priorities successfully

- Able to influence without authority
- Able to use sound judgment and experience to identify problems and recommend solution
- Process oriented and able to work cross-functionally
- High level of competency in use of SAP
- Demonstrates concern for attaining a high level of customer satisfaction
- Excellent analytical, writing, and oral communication skills.
- Express ideas clearly orally and in writing in the English Language
- Computer literate
- Bilingual (English/Spanish)

## FUNCTION

---

Finance- Accounting - Audit

## LOCATION

---

Matamoros

## APPLICATION EMAIL ADRESS

---

jobs.matamoros@albea-group.com

## TYPE OF CONTRACT

---

Permanent

## DESCRIPTION

---

Responsible for performing administrative, development and maintenance functions relative to data impacting the production planning and control, such as material master, bills of materials, routings, and work centers to ensure optimum production planning performance, adequate inventory levels, and resolution of systems problems.