



The Nova Scotia Liquor Corporation, the largest single banner retail business in Nova Scotia, generates more than a half billion dollars of revenue a year returning almost \$200 million profit annually to the province. It employs more than 1,500 Nova Scotians, offering 3,000 products from around the globe through 106 retail, 2,100 licensees and 55 agency stores.

What is Master Data Governance? If you know the answer then our position may be quite interesting to you! We are currently offering an opportunity for a Manager, Data Integration in our Finance Business Unit.

### **Manager, Data Integration**

We are seeking a Manager, Data Integration, who will be responsible for coordinating and over-seeing the integrity of the master data in SAP and providing professional advice, expertise and hands-on support to management and users to meet business needs.

We are looking for a person who has strong communication and interpersonal skills, proven troubleshooting, decision making, and project management skills. If you are a leader, who is team-oriented and thrive in a fast paced, pressure environment, we want to hear from you.

#### **As a qualified candidate, you will have:**

- Undergraduate university degree
- Minimum of seven years work experience including software application report development and system analysis
- Minimum two years experience at the management and leadership level preferably in the management of financial information systems
- Minimum two years experience in process design and project management

#### **As the ideal candidate, you will also have:**

- Business experience at a management level, preferably in Retail, Manufacturing or Distribution industries
- Experience in an ERP environment, preferably SAP

The NSLC offers a dynamic work environment with opportunities for growth and professional development. If you are interested in exploring this exciting career opportunity, please merge your resume and covering letter in one document and submit by email to: [recruiting@myNSLC.com](mailto:recruiting@myNSLC.com) no later than **4pm on March 3, 2010** (MS Word or PDF attachments only please). Please quote Competition: **Manager, Data Integration** in your cover letter.

Thank you for your interest in the NSLC.

*The NSLC is an equal opportunity employer.  
While we appreciate the interest of all applicants,  
only those selected for an interview will be contacted.*

**Position Title:**                    **Manager, Data Integration**

**Reports to:**                        **Controller**

**Business Unit:**                    **Finance**

### **Position Summary**

Reporting to the Controller, the Manager, Data Integration is responsible for coordinating and over-seeing the integrity of the master data in SAP and provides professional advice, expertise and hands-on support to management and users to meet business needs.

### **Job Functions**

#### **Essential Responsibilities**

- Develop and manage consistent and integrated processes and tools to ensure data integrity and quality in SAP, particularly as it relates to articles, customers, vendors, and sites
- Ensure the completeness and accuracy of master data in SAP
- Lead process improvement initiatives to ensure data meets business needs, regulatory requirements, and supports operational continuity of integrated business processes
- Participate in large cross-functional projects/initiatives to ensure master data perspective is addressed
- Develop and maintain data quality assurance policies and procedures
- Drive accountability for data integrity and timeliness to business units
- Address training needs for staff involved in maintaining master data
- Oversee resolution of complex cross-functional data and process issues
- Develop strong ties with the BSA's and Reporting and Analytics groups to ensure thorough investigation of initiatives is performed and impact across the organization is well understood
- Manage the change process related to master data including responsible to approve mass changes

#### **Secondary Responsibilities**

- Develop and maintain strong networks within the organization
- Initiate change and investigate new ideas and or processes that have high probability of success, based on research or experience
- Approve changes to composite and single security roles related to master data and approves assignment of those roles
- Assess industry practices for applicability at the NSLC
- Performs other related duties as assigned

### **Qualifications**

#### **Knowledge, Skills and Abilities**

##### Knowledge

- Knowledge of business processes and best practices, preferably in the retail industry
- Knowledge of
  - data structures and underlying hierarchies
  - data integration and business impacts
  - data maintenance processes
- Knowledge of reporting requirements development, data structure analysis, and data manipulation
- Knowledge of large ERP systems including business transaction data flow
- Understand how organizations work; understand interrelationships within and between sections of the business

### Skills

- Strong computer literacy in standard MS Office and web-based applications; very strong MS Excel skills
- Use a systematic approach to decision making that identifies, analyzes and generates alternatives to issues/problems
- Consistently seek input and consensus from others and incorporate into decisions
- Evaluate solutions in terms of their business sustainability, customer service impacts, and practicality
- Modify and apply best practice concepts, ideas or solutions

### Abilities

- Build credibility in the organization through leadership and demonstrated knowledge
- Lead cross functional teams by planning, scheduling, and coordinating resources and activities to meet goals, objectives and timelines; use proven project management techniques to organize work and accomplish goals; monitor and evaluate progress against plans and objectives
- Persevere by taking different or repeated actions to overcome obstacles
- Think independently/autonomously
- Work well with all levels of the business
- Motivate staff across varying business units

### **Education and Experience**

#### Required

- Undergraduate university degree
- Minimum of seven years work experience including software application report development and system analysis
- Minimum two years experience at the management and leadership level preferably in the management of financial information systems
- Minimum two years experience in process design and project management

#### Preferred

- Business experience at a management level, preferably in Retail, Manufacturing or Distribution industries
- Experience in an ERP environment, preferably SAP

*An alternate combination of education and experience may be considered equivalent.*