

# Business Data Migration Expert – Procurement

Job ID  
REQ-10045725  
Mar 25, 2025  
India

## Summary

Business Data Migration expert for Procurement (Direct and Indirect) on LDC ERP program ensures data is delivered according to global/deployment/country requirements and timelines and responsible for data migration activities in a deployment (above-country) for Data objects in his/her scope. The data includes but is not limited to Vendor master, PO, PR, SL, PIR in both Direct and Indirect Procurement. Acts as the functional SPoC for data migration on the assigned objects for a given release.

## About the Role

## Location – Hyderabad

## Key Responsibilities:

- Perform or ensure data cleansing tasks are completed on time
- Complete data collection for manual/construction objects on time
- Work together with IT counterparts to prepare value mappings
- Create and maintain master lists if applicable for assigned objects
- Provide business insights and information to technical teams for extraction and conversion from the legacy system(s) for assigned data objects
- Work together with IT team and country Business Data Owners to identify objects in scope for country
- Ensure data readiness & verify quality throughout data journey for assigned data objects
- Verify that data is fit for purpose (incl. alignment with internal/external stakeholders)
- Approve upload files before and after load for all assigned data objects (including formal approval)
- Perform manual (type-in) data loads into target clients where applicable for assigned objects
- Perform dual maintenance
- Execution and approval of data verification scripts
- Act as SPoC for assigned objects as part of defect management process during Hypercare

## Commitment to Diversity & Inclusion: :

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

## Desirable Requirements:

- Data Cleansing completion for relevant data objects on project(s) within the region based on given data migration schedule

- Data Loads completion for relevant data objects on project(s) within the region based on given data migration schedule
- All major issues related to data quality for relevant data objects resolved based on given project(s) schedule

## Education & Qualifications

- Bachelor or Master degree preferred

## Languages

- Fluent English (additional languages preferred)

## Experiences

**5+ years in country & global roles (ERP project implementation experience preferred)**

## Competencies

- Good communication and negotiation skills, good stakeholder management
- Strategic and hands on way of working (running meetings, tracking progress, managing issues)
- Strong Excel Skills

## Technical/Functional Skills & Knowledge

- Strong knowledge about the Direct and Indirect Procurement business processes in the area of Material management, Vendor master, Supplier Contracts, PO lifecycle.
- Data Migration experience preferred

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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Alternative Location 1

Selangor, Malaysia

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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