

**General Information**

<b>Job Title</b>	Data Migration Analyst	<b>Function</b>	Global Business Support
<b>Business</b>	deSter		
<b>Brand</b>	deSter	<b>Country</b>	Belgium
<b>Unit / Location</b>	Hoogstraten	<b>Date Created</b>	2022/05/15
<b>Created By</b>	FC	<b>Approved By</b>	

**Job Summary:**

The purpose of the role is to provide a data transfer service to successfully migrate data from two old ERP systems to a new ERP system. This includes close collaboration with stakeholder at all levels and across various business functions to support data cleansing, extraction, and conversion into the newly required formats.

In a later phase, the focus of the function will be on data governance, quality and compliance and support general data-related projects.

**Main Duties and Responsibilities:**

- Work with multiple functional areas to understand data usage and implications for data migration.
- Assist in designing, planning, and managing the data migration process.
- Work with subject matter experts and project team to identify, define, collate, document, and communicate the data migration requirements.
- Prepare data migration plans including migration risk, milestones, quality, and business sign-off details.
- Manage assigned risks and monitor potential impacts as part of the data migration plan.
- Develop best practice, processes, and standards for effectively carrying out data cleansing and data migration activities.
- Perform source system data analysis to manage source to target data mapping.
- Perform migration and testing of static data and transaction data from one core system to another.
- Perform data migration audit, reconciliation, and exception reporting.

**Qualifications**

**Education:**

- University / High School degree in mathematics, statistics, Computer Science or Information Management
- Understanding of data needs in a manufacturing environment is an advantage

**Work Experience:**

- 2 – 3 years of experience as a data analyst
- Experience in data migration projects would be a great attribute

### **Technical Skills:** (Certification, Licenses and Registration)

- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- IT-minded with thorough knowledge of Excel (including pivots, big data analysis, import / export of data ...) and PowerPoint

### **Competencies:**

- Strong analytical and problem-solving skills
- Strong communication and presentation skills
- Be able to deliver results in high pressure environment; have good time management skills (manage local and corporate deadlines)
- Critical thinking and change champion; ability to see problems, identify solutions and work with other functional groups to implement measures
- Take ownership, work both in team as independently

### **Language / Communication Skills:**

- Dutch and English are a must, both verbally and in writing
- Any other modern language is seen as a plus

### **Job Dimensions**

**Geographic Responsibility:** Worldwide

**Type of Employment:** Full time

**Travel %:** No frequent travel requirements - occasional short trips if necessary, for specific projects

### **Internal Relationships:**

- Operations teams (Supply Chain Management, Procurement, Customer Service)
- ERP project team and subject matter experts
- deSter (extended) leadership team

### **External Relationships:**

- Consultants & project team external implementation partner

### **Organization Structure**

**Direct Line Manager (Title):** Director Business Support

**Number of Direct Reports / Dotted Line Reports:** n/a

**Estimated Total Size of Team:** n/a

### gategroup Competencies Required to be Successful in the Job:

- **Thinking** – Information Search and analysis & problem resolution skills
- **Engaging** – Understanding others, Team Leadership and Developing People
- **Inspiring** – Influencing and building relationships, Motivating and Inspiring, Communicating effectively
- **Achieving** – Delivering business results under pressure, Championing Performance Improvement and Customer Focus

### Demonstrated Values to be Successful in the Position

Employees at gategroup are expected to live our Values of Excellence, Integrity, Passion and Accountability. To demonstrate these Values, we expect to observe the following from everyone:

- We treat each other with respect and we act with **integrity**
- We communicate and keep each other informed
- We put our heads together to problem solve and deliver **excellence** as a team
- We have **passion** for our work and we pay attention to the little details
- We foster an environment of **accountability**, take responsibility for our actions and learn from our mistakes
- We do what we say we will do, when we say we are going to do it
- We care about our coworkers, always taking an opportunity to make someone's day better

*The above statements are intended to describe the general nature and level of the job being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. gategroup reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Candidates may be required to go through pre-employment drug screen, criminal check and/or airport fingerprinting.*

*gategroup – an equal opportunity employer. We are committed to workforce diversity and actively encourage all qualified persons to seek employment with us, including, but not limited to, racial and ethnic minorities, women, veterans and persons with disabilities.*