

## MASTER DATA COORDINATOR

FULL TIME

CIOT MONTREAL - 9151 SAINT-LAURENT BLVD, MONTREAL H2N 1N2

Ciot is an importer and retailer of marble, slate, onyx, porcelain and ceramic tiles, and plumbing in select markets. Ciot has showrooms in Montreal, Brossard, Quebec City, Toronto, Detroit as well as a location in New York to meet with clients.

Ciot offers favourable conditions and a stimulating work environment that is conducive to your professional development. If you are looking for a position where initiative is valued, and if there are no limits to your ambitions, your challenge will be to build on your ability to progress! If you are bored with routine, working at Ciot will empower you. Challenges and variety will all be part of a day's work.

The **Master Data Coordinator** will ensure master data are completed accurately, validates their authenticity before publication thus ensuring that stored data is complete, reliable and up-to-date.

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### ROLE AND RESPONSIBILITIES

- Create, manage, standardize and enhance product data;
- Assist in implementing work methods and ensure proper flow of the process;
- Undertake regular data cleansing activities to raise and maintain the quality of each master data record to target levels;
- Coordinate the collection of information and ensure the data is standardized within the different departments involved;
- Perform the validation stage in the master data request to ensure each request confirm fully to business rules and standards;
- Ensure the maintenance of different tables produced within the ERP system;
- Perform data entry;
- Create and update internal reports;
- Perform internal audits of the database;
- Remediate any data error found;
- Perform any other related tasks.

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### PROFILE AND QUALIFICATIONS

- DEC in administration (any other combination of relevant experience and academic background will be considered);
- Three to five years' experience in information management and master data;
- Excellent fluency in French and English, both spoken and written;
- Excellent proficiency using the Microsoft Office Suite; advanced knowledge of Excel and intermediate knowledge of PowerPoint;
- Experienced in inventory and/or product management an asset;
- Attention to detail: Master data is a critical asset with high impact upon business performance and decision-making reference;
- Communicate fully with superiors and team members in a manner that is timely, complete, concise and responsive;
- Must be highly organized and efficient; high prioritization skills and ability to work on multiple deliverables simultaneously;
- Ability to work under pressure and meet deadlines.

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[www.ciot.com](http://www.ciot.com)



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**BENEFITS**

- Permanent full time position;
- Competitive salary;
- Numerous social benefits;
- Stimulating professional environment;
- Ongoing training and coaching.

If you are interested in this position, please send your curriculum vitae to: [cv@ciot.com](mailto:cv@ciot.com)

Or via the Careers section of our website at [www.ciot.com](http://www.ciot.com).

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