Data Management Analyst | SAP Master Data | Tokyo

Semiconductor Innovation | Hybrid | FlexTime

募集職種

採用企業名
Qnityジャパン

支社・支店
デュポン・パフォーマンス・プロダクツ・ジャパン株式会社 (DuPont Performance Products Japan)

求人ID
1614636

業種
電気・電子・半導体

会社の種類
大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合
外国人 少数

雇用形態
正社員

勤務地
東京都 23区, 千代田区

最寄駅
銀座線駅

給与
550万円 ~ 650万円

ボーナス
給与： ボーナス込み

勤務時間
9:00 - 17:30 ※フレックスタイム制（コアタイム11:00-15:00）または裁量労働制の適用

休日・休暇
土曜、日曜、祝日、年末年始、創立記念日、年次有給休暇、特別有給休暇（冠婚葬祭等）、私傷病休暇、育児休暇、介護休暇

更新日
2026年11月10日 10:00

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル (英語使用比率: 50%程度)

日本語レベル
流暢レベル

最終学歴
大学卒： 学士号

現在のビザ
日本での就労許可が必要です

募集要項

About Qnity

Qnity is a leading global materials company providing advanced solutions for the AI, semiconductor, and next-generation electronics industries.

Established in 2025 following the separation of DuPont's Electronics business, Qnity combines an established global technology platform and customer base with the agility and opportunities of a newly independent company.

With operations across 19 countries, including 39 manufacturing sites and 18 R&D locations, Qnity supports technological innovation across rapidly growing industries such as AI servers, data centers, semiconductors, and automotive.

This is an opportunity to join a global organization at an exciting stage of transformation and growth.

The Role

We are seeking a **Data Management Senior Analyst** to play a key role in managing master data within our SAP-based Enterprise Resource Planning (ERP) environment.

You will be responsible for the creation, maintenance, updating, and deletion of business data, ensuring accuracy and compliance with established data standards, policies, and procedures.

This is more than a data-entry position. You will work closely with stakeholders across supply chain, manufacturing, quality, customer service, and other functions to improve data quality, resolve complex issues, and continuously enhance business processes.

You will also have opportunities to explore and apply **AI, automation, and other digital technologies** to improve the efficiency and accuracy of data management operations.

Key Responsibilities

- Manage SAP master data, including creation, updates, maintenance, and deletion
- Perform complex data entry and maintenance in SAP and related systems with a high level of speed and accuracy
- Gather information from data owners and standardize it for use within the SAP-based ERP system
- Apply relevant business data standards, policies, rules, and procedures
- Lead data audits to ensure compliance and identify opportunities for improvement
- Investigate and resolve stakeholder inquiries, complaints, and data-related issues
- Use specialized knowledge to support internal customers in resolving problems
- Create, maintain, and improve technical documentation, operating procedures, and workflows
- Identify opportunities to streamline, standardize, and improve existing data management processes
- Research and apply best practices to improve operational efficiency and data quality
- Collaborate with global teams and stakeholders to share and implement best practices
- Support team members through knowledge sharing and guidance
- Contribute to continuous improvement initiatives and help drive tasks through to successful completion
- Explore opportunities to use AI, automation, and digital tools to improve efficiency, accuracy, and business value

What Makes This Role Attractive

- Develop specialized expertise in **SAP and ERP master data management**
- Gain broad exposure to **supply chain, manufacturing, quality, and customer service operations**
- Work with emerging technologies including **AI and automation tools**
- Use both **Japanese and English** in a global working environment
- Directly contribute to business performance through improvements in data quality and operational processes
- Build a career path into areas such as **Master Data Management, Process Improvement, Digital Transformation, and SAP/ERP operations**

スキル・資格

Required

- Bachelor's degree, preferably in a related technical, engineering, or scientific field
- Professional experience in areas such as **SAP, supply chain operations, manufacturing, quality assurance/process management, or customer service**
- Experience working with data management and/or business processes
- Understanding of master data management concepts and the importance of accurate master data within an enterprise
- Excellent written and verbal communication skills in **Japanese and English**
- Strong Microsoft Excel skills and ability to work with large or complex datasets
- Strong analytical, problem-solving, and troubleshooting skills
- Ability to prioritize workloads and consistently meet deadlines
- Strong stakeholder management and interpersonal communication skills
- Ability to work independently with minimal guidance while collaborating effectively within a diverse team

- Strong attention to detail and commitment to data accuracy
- Willingness and ability to learn new software, systems, and technologies

Preferred

- **5+ years of related experience** in SAP customer service, supply chain operations, manufacturing, quality assurance/process management, or a related area
- Experience with **SAP master data management**
- Experience with SAP mass data tools such as **MM17, GUI Scripting, or LSMW**
- Experience within the **chemical or manufacturing industry**
- Experience in continuous improvement or business process improvement initiatives
- Experience using **AI, RPA, automation, or other digital tools** to improve business processes
- Experience working within a global or multicultural organization
- Good working knowledge of manufacturing business operations

What We're Looking For

You are a detail-oriented and proactive professional who takes ownership of your work and follows tasks through to completion.

You enjoy identifying problems and finding better ways of working, while maintaining the accuracy and discipline required for enterprise data management. You are comfortable collaborating with a wide range of stakeholders and can build credibility across teams and functions.

You also have a genuine interest in emerging technologies and are curious about how AI, automation, and digital tools can improve traditional data management processes.

Location

Tokyo Head Office
Sanno Park Tower
2-11-1 Nagatacho, Chiyoda-ku, Tokyo 100-6111

Approximately 1 minute on foot from **Tameike-Sanno Station**.

Remote work available.

Working Hours

- Standard working hours: **9:00–17:30**
- Flextime system available
- Core hours: **11:00–15:00**
- A discretionary work system may apply depending on the position. Where applicable, the flextime system will not apply and employees will be deemed to have worked eight hours per day, with a separate discretionary work allowance provided.

Compensation

Annual Salary: JPY 5.5M–6.5M

- Compensation will be determined based on experience and capabilities
- The indicated annual compensation includes base salary plus a performance-based variable bonus
- Performance-based bonus is generally paid once per year in March and varies according to individual performance and business results
- Salary review generally conducted once per year in March

Holidays & Leave

- Saturdays, Sundays, and national holidays
- Year-end/New Year holidays
- Company foundation anniversary
- Annual paid leave
- Special paid leave, including bereavement and family-related occasions
- Personal illness leave
- Childcare leave
- Nursing/caregiving leave
- Menstrual leave and other applicable leave programs

Benefits

- Permanent employment
- Social and labor insurance
- Retirement benefits, including a corporate defined contribution pension plan
- Commuting allowance in accordance with company regulations
- Accident and disability compensation programs
- Employee health programs, including health examinations
- Employee Assistance Program (EAP)
- 24-hour health consultation services

Innovation & Digital Mindset

At Qnity, we value curiosity and a growth mindset toward emerging technologies.

You will be encouraged to explore AI, automation, and other digital solutions that can improve data management processes, identify opportunities to increase efficiency and accuracy, and continuously develop your knowledge of technology trends and best practices relevant to data management.

会社説明