

Supplier Data Analyst

Classification: Exempt

Reports to: Director of Supplier Relations

Effective Date: August 2026

JOB DESCRIPTION

Summary/Objective

The Supplier Data Analyst is responsible for maintaining the accuracy, completeness, and reliability of supplier information within the Group Travel Odyssey platform. This role supports the Supplier Relations team by reviewing, updating, and validating supplier data, including pricing, contact information, policies, product offerings, and other supplier-related records. The Supplier Data Analyst ensures information remains current and consistent while meeting established productivity and quality standards.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplier Data Maintenance

The Supplier Data Analyst is responsible for reviewing, updating, and maintaining supplier information within the GTO platform. This role ensures supplier records accurately reflect current pricing, contact information, policies, product details, and other relevant business information.

Data Accuracy and Quality Control

The Supplier Data Analyst validates supplier data to ensure information is accurate, complete, and consistent with company standards. This role reviews records for errors, missing information, duplicate entries, and inconsistencies while maintaining a high level of data integrity.

Product and Supplier Updates

The Supplier Data Analyst adds new supplier products, updates existing offerings, and verifies changes submitted by suppliers or internal stakeholders. This role ensures that supplier information remains current as products, services, pricing, and policies evolve.

Request Fulfillment

The Supplier Data Analyst completes supplier update requests assigned by the Director of Supplier Relations in a timely and accurate manner. This role prioritizes assigned tasks and ensures all updates are processed according to established procedures and service expectations.

Data Auditing

The Supplier Data Analyst regularly reviews supplier records to identify outdated, incomplete, or inaccurate information. This role supports ongoing quality assurance efforts and helps maintain a reliable supplier database for platform users.

Productivity and Performance Standards

The Supplier Data Analyst is responsible for meeting established productivity goals and quality expectations related to supplier updates, additions, validations, and audits. This role maintains steady performance while adhering to company processes and standards.

Cross-Functional Collaboration

The Supplier Data Analyst collaborates with Supplier Relations, Development, Sales, and other departments as needed to ensure supplier information is maintained accurately and supports overall business operations.

Competencies

The Supplier Data Analyst must demonstrate strong attention to detail, accuracy, and consistency while effectively managing data maintenance responsibilities in a fast-paced environment.

- **Attention to Detail:** Maintains a high level of accuracy when reviewing, updating, and validating supplier information.
- **Data Stewardship:** Demonstrates accountability for maintaining accurate, reliable, and complete supplier records.
- **Consistency:** Produces dependable results while meeting established productivity and quality standards.
- **Organization:** Effectively manages workload, priorities, and deadlines while maintaining accuracy.
- **Process Discipline:** Adheres to established workflows, documentation requirements, and quality-control procedures.
- **Communication:** Communicates clearly and professionally with internal stakeholders regarding supplier data updates and requests.

- **Collaboration:** Works effectively with team members and other departments to support company objectives.
- **Adaptability:** Responds effectively to changing priorities, new processes, and evolving supplier information requirements.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This is a remote position. Work is primarily performed from a home office utilizing computer systems, communication platforms, and collaboration tools. The role regularly collaborates with internal team members, vendors, and stakeholders through virtual meetings and communications.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to communicate verbally and in writing, operate a computer and standard office equipment, and participate in virtual meetings. The employee may occasionally be required to travel and transport work-related materials weighing up to 20 pounds.

Position Type and Expected Hours of Work

This is a full-time, exempt position. Standard business hours are generally Monday through Friday; however, occasional evening or weekend work may be required to support deployments, system maintenance, issue resolution, or critical business needs.

Travel

Limited travel may be required for company meetings, training, conferences, vendor meetings, or other business-related activities.

Required Education and Experience

- *High school diploma or equivalent required.*
- *Associate degree in Business, Data Management, Information Systems, Hospitality, or a related field preferred.*
- *Experience with data entry, record maintenance, administrative support, or similar responsibilities preferred.*

- *Basic proficiency with spreadsheets, databases, and business software applications.*
- *Strong attention to detail and ability to perform repetitive tasks accurately and consistently.*
- *Ability to meet productivity goals while maintaining data quality standards.*
- *Strong organizational and time-management skills.*
- *Effective written and verbal communication skills.*

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.