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# Example of Analyst, Functional Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of analyst, functional. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for analyst, functional

* Assists internal stakeholders in defining conceptual solutions for the usage and integration within or across systems
* Working closely with the FP Lead to manage timely tracking of project schedules, be accountable for data content used in functional decision making around internal and external resource requirements, report analytics and working with FP Lead will support regional/country planning meetings
* Acts as the primary interface for source applications and other data sources
* Develop compliant archiving approaches in conjunction with both source teams, relevant technology groups and records management colleagues both inside and outside of the Archiving team
* Maintain and manage the master pipeline of adoptions for the archives that they support including management of timing, priority, funding, status, requirements, risks and issues, dependencies and reporting
* Work closely with other members of the Archiving team to ensure that refinement of the process is a continual feature of the onboarding approach
* Working with key business partners to agree and document iteratively and just-in-time design and acceptance criteria for both functional and non-functional requirements and for product deliverables
* Become a trusted and valued partner of the Product Owner, client’s business stakeholders and client executives
* Establishing a strong rapport and collaborating with cross-functional delivery teams day-by-day throughout the whole delivery, collaborating on delivery timelines and highlighting risks associated with the launches
* Orchestrate the collaboration between, Product Owner, Business Sponsors, SMEs, Testers and Development groups by removing roadblocks and facilitating communication

## Qualifications for analyst, functional

* Has worked on IT projects and has good understanding of the various project phases and activities
* Demonstrate expert front-end (user) and back-end (support) knowledge of at least one IPSD system such as MAMM (preferred) or Mfg/Pro
* 3+ years of experience with Oracle E-Business Oracle Applications R12
* Understanding of business processes for Manufacturing, Purchasing, Accounting, Order Management
* MS Access familiarity/experience A BIG PLUS – manipulating data, exporting to MS Excel
* SharePoint familiarity/experience A PLUS – specifically custom lists