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# Example of Analyst, Materials Job Description

Our growing company is looking for an analyst, materials. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, materials

* Coordinate with other internal departments to ensure consistent data reporting
* Maintain record of data sources and version history for compliance purposes
* Coordinate approval process and maintain approval records
* Manage calendar of recurring material updates
* Create/contribute to ad hoc marketing materials as needed
* Utilization of a wide variety of laboratory equipment to characterize materials
* Report writing, make methodology decisions when necessary, and interface with staff at the technical center and plant locations
* Familiar with metallographic sample preparation, materials testing, morphological and microstructural analysis using optical microscopy, and should have some knowledge of mechanical testing
* Applicant should be able to summarize the technical work and produce written reports
* Daily Cycle Count Activities

## Qualifications for analyst, materials

* Project manager is required to lead multiple projects on Conflict Minerals (CM) regulation and End of Life Vehicle (ELV) regulation compliance for CMI products
* This role owns IMDS, and iPoint management and will require to manage off-shore contractor to drive supplier data collection, review supplier data and make determination on compliance status of parts
* The role requires close interaction with internal and external stakeholders including suppliers and customers
* The project manager will also be responsible for managing ELV regulation compliance of multiple On-highway VPI programs across CMI
* This role requires to keep up to speed on global impact of ELV regulation changes and any upcoming regulations around supply chain including but not limited to EU conflict minerals, and Anti-slavery
* Ability to identify and resolve inconsistencies and gaps between demand and supply (forecast/customer orders vs