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# Example of Category Management Analyst Job Description

Our company is growing rapidly and is looking for a category management analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for category management analyst

* Compile and analyze qualitative and quantitative information related to the IT Security market to determine strategic initiatives to improve government-wide procurement of products and services
* Utilize preconfigured Tableau dashboards to analyze IT Security market dynamics
* Assist with IT Security Category market research and acquisition planning, including compiling and analyzing Request for Information (RFI) responses
* Lead creation and implementation of sourcing and demand management strategies for assigned categories of spend, manage the development of RFx materials, detailed analysis of proposals and vendor capabilities, negotiations and supplier selection
* Perform ethical procurement practices of contracted goods and services which includes compliance with corporate and departmental policies and procedures federal, state and local regulations
* The Category Manager will work closely with the buyer on key initiatives such as planning cycles, line reviews, to develop and grow total category sales
* A Bachelor’s degree in Computer Science, MIS, Math, Engineering or Business Administration plus 2 years of business systems analysis experience reflecting increasing levels of responsibility to include document preparation
* Your SQL and VBA skills
* Generates category, SKU, segment, supplier, brand, and other specified performance reports and assess the financial performance of retail categories
* Obtains product samples from suppliers and competitors to analyze if company products are competitive

## Qualifications for category management analyst

* Basic Gemstone knowledge
* Three (3) years' of experience in retail experience preferred
* Preference for Advanced competency of IRI/Nielsen/SPINS syndicated and panel data, Customer and Shopper Insights/Consumer Analytics experience
* 4 year college in Supply Chain Management, Finance, or Business related field is preferred
* Work closely with IT and other data teams in the office to integrate systems and reporting
* Utilize Excel and Power Suite of tools to prepare and analyze data sets (Syndicated, Space, VIP, Panel, Retailer Scan, and other sources)