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# Example of Certification Analyst Job Description

Our growing company is looking to fill the role of certification analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for certification analyst

* Perform ISSO tasks in accordance with NIST SP 800-37 and task order requirement
* Propose enhancements to the Data Certification
* Raise risks and issues on execution of the certification
* Develop and maintain knowledge on the BCBS239 guidance the RaDAR program implementation so as to constantly adjust, as relevant, your activities to the approach promoted by the Group
* Maintain procedures, standards, workflows, framework documents and other relevant pieces of documentation describing the operating model of the team
* Collects, maintains and processes raw material, copacked and packaging materials technical data and associated systems, SAP, DevEX, Corporate Specifications
* Proactively and reactively obtains raw material information from suppliers to meet technical needs
* Acts as first point of contact for queries on behalf of category quality specialists
* Ensuring that data is processed in a timely manner and that effective communication is maintained
* Understand the technical data management process and propose ideas for improvement

## Qualifications for certification analyst

* Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet, online calendaring and email
* Communicate both verbally and in writing with peers and senior personnel to fully understand tasks and responsibilities
* Demonstrate critical thinking skills, with regard to system issues
* Demonstrate the ability to develop system configuration/modifications from detailed specifications
* Ability to accept verbal and/or written problems or direction from senior staff and business users and demonstrate an ability to prepare specifications that reflect provided information (with coaching from senior personnel)
* Knowledge of products such as word processing, spreadsheets and management of database tables in a PC environment