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# Example of Commercial Operations Analyst Job Description

Our growing company is hiring for a commercial operations analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for commercial operations analyst

* Maintain and oversee all aspects of contract and task administration within relevant portfolios
* Provide process, administrative and analytical support to Upstream Commercial teams
* Interpret contract language, terms and conditions into administrative actions
* Provide settlement, invoicing, back office activities within relevant portfolios
* Build knowledge of Upstream businesses, tools and processes
* Identify, communicate & resolve contract, price or volume related issues, working effectively with contract owners, support functions, and external parties
* Identify and promote process improvement initiatives
* Monitor and manage large client inventory in various high-profile functions
* Input/output reconciliation, analysis and reporting
* End-to-end quality control of high-risk functions

## Qualifications for commercial operations analyst

* Flexibility in adapting to changing volumes and areas of focus (new applications versus portfolio reviews versus initiation of collections)
* Minimum three years of administrative experience as a Project Secretary or Project Coordinator for a construction company
* Understands/experienced with running Sales Operations in a business to business context including challenges and opportunities associated with account coverage, order management, discount management, ELA processing
* The ability to develop in-depth knowledge of company operations, policies, and procedures
* Sales Strategy Experience preferred
* 3-8 years of experience in Sales Operations, Business Operations or Finance