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# Example of Commission Analyst Job Description

Our innovative and growing company is looking to fill the role of commission analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for commission analyst

* Conduct daily audit of airline tickets to confirm accurateness
* Maintain a personal audit log to capture completed audits and track any errors identified
* Be proficient with the airline contracts and rule regulations to recognize any internal and external system issues, report to the appropriate teams, and assist with finding a resolution
* Submit daily ticket updates to vendor by our deadline and assist with any inquiries from the vendor
* Risk Management ? Manage the risk of multiple functions that span the life cycle of a vendor payment
* Strategy ? Providing thought leadership to execute on and grow the CCM strategy
* Enhance the dealer payment process
* Analyse the commission data and initiate projects to improve data quality and processes
* Support new initiatives and systems
* Handle dealer queries (mail, telephone and face-to-face)

## Qualifications for commission analyst

* B.Com / MBA or required, preferably in Finance related field
* Basic degree/qualification in Economics or Finance
* At least 3 years of experience in the fund industry, with prior experience in a similar role being a requirement
* Strong English, with at least one additional European language
* Prior experience in a rebate calculation system would be an asset
* Collaborative, team player, and proactive