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# Example of Commodity Analyst Job Description

Our company is searching for experienced candidates for the position of commodity analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for commodity analyst

* Maintain supply base for use in Global Quoting activities
* Maintain a list of suppliers and the commodities they provide products for in the quoting system
* Provide feedback to/and receives input from Commodity Quotes Manager (CQM), Global Commodity Manager (GCM), and Sectors and potential new suppliers to be included in quoting process
* Support all quoting, price analysis, and sourcing activities for GCM commodities and quoting activities for the Sectors parts where applicable
* Drive and attend quote kick-off meetings for all quotes
* Maintain knowledge of what information is required to obtain accurate quotes from the supply base and ensures that the required information is available
* Prepare quote packages and solicits quotes from the supply base
* Analyze for completeness and accuracy in quote responses
* Maintain records of which suppliers are consistent in providing quotes and related information
* Establish methods for analyzing the pricing received and price scrub to get the correct pricing from Supply base

## Qualifications for commodity analyst

* Attention to detail, ability to work with detailed transactions and accurately control, report and communicate trading activity • Ability to perform in a deadline orientated environment
* Interpreting the bespoke pricing scripts used to represent complex and exotic trades to ensure they are correctly reflected in the trade booking systems
* Assisting in the development and testing of systems to improve handling and workflows for complex trades
* Provide support to other functions in the verification of less complex products
* Lead/Co-lead project implementation such as new project/reports developments that will help enhance current support
* Work with supply base for best possible pricing, lead-time, terms and conditions