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# Example of Commodity Analyst Job Description

Our company is looking to fill the role 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 log of quoting performance in terms of cycle time to administer quote and results of quote activities
* If required, available for special assignments or projects requiring someone with thorough knowledge of the systems, processes and procedures used by the Global Commodity Management team
* Provide assistance in the performance of various routine commodity management assignments
* Exercise working knowledge of materials and sources of supply to ensure effective sourcing of parts for Global Commodity Manager
* Adhere to all safety and health rules and regulations associated with this position and as directed
* Develop supply base for use in Global quoting activities
* Daily un-hedged inventory calculations by hedging group and product for the Supply Dept
* Research Commodities Markets
* Manage Commodity Research projects
* Analyze historical commodity markets data, cash and futures

## Qualifications for commodity analyst

* 1 to 3 years in Purchasing in a high volume electronics manufacturing environment or equivalent combination of education and experience
* Advanced PC skills and analytical skills
* Ability to be flexible on a number of work assignment changes, and meet changing deadlines
* Update info
* Interpret and implement guidelines prescribed by the respective agencies
* Project management skills to ensure delivery of these critical reports by the appointed due dates