Downloaded from <https://www.velvetjobs.com/job-descriptions/materials-analyst>

# Example of Materials Analyst Job Description

Our company is looking to fill the role of materials analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for materials analyst

* Performs audits and other forms of analysis of information from multiple sources to determine accuracy relative to delivery schedules, inventories levels, requirements
* Coordinates the flow of materials management related information between and among internal and external recipients
* Implements strategies to maintain inventory and achieve cost
* Manage the master schedule to meet demand and inventory targets
* Coordinate system testing of upgrades/new releases with Information Technology
* Prepare and analyze monthly demand metrics
* Prepare and optimize as required (daily/weekly/monthly) reports to monitor the pertinent KPI’s around actual vs planned inventory, actual vs
* Ability to use a keypad and keyboard
* Proficient in the use of Microsoft Outlook, Word, Power Point and Excel
* Demonstrated ability in use of ERP system

## Qualifications for materials analyst

* Review open demand/requirements to close and reconcile those orders not closed per UTC Aerostructures procedure
* Work closely with quality organization to manage NC05 & NC16 to promptly investigate and reconcile supplier quality issues prior to vendor credit expiration
* Develop board repair master scheduling platform and cadence to reduce MCPR
* Effectively communicate status and recovery details regarding existing and future supply gaps to enable effective direct labor planning
* Bachelor's degree in an appropriate field such as data processing, mathematics, a technical discipline, or business
* 3+ years Excel experience to included macros and query abilities