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# Example of Materials Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of materials analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for materials analyst

* Manage the creation, maintenance, and integrity of Material Master records in SAP
* Reconciliation of Variances
* Maintaining Cycle Count Schedule
* Data analysis of Cycle Count Results to include monthly reporting of financial accuracy, quantity accuracy and trending analysis of variances
* Be the single point of contact for ongoing support of the pricing system (PMM) for the North America region (i.e., PMM Business Expert, Key User)
* Serve as an active member of Performance Materials global PMM expert community
* Provide onboarding and training for new users on all systems (i.e., PMM, CRM, BRM)
* Develop and maintain expert-level knowledge of all relevant systems
* Support commercial functions within the business (i.e., pricing strategy, commercial management, product management, sales, marketing, customer care) on relevant systems
* Propose and recommend system improvements

## Qualifications for materials analyst

* APICS or CSCMP certifications are highly desirable
* Previous experience or training in general business operations
* Word, Power Point, Access, and Outlook skills required
* Requires high level of independent judgment, discretion and problem solving skills
* Associates degree in business or materials related function or equivalent combination of education and experience required
* Experience with electronic systems such as LIMS, Empower, SoftMax, Qumas, eDoc, Trackwise , is an advantage