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# Example of Materials Analyst Job Description

Our company is searching for experienced candidates for the position of materials 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 materials analyst

* Utilizing SAP as the ERP system for the organization
* Develop testing methods to improve lab performance, increase lab capabilities, and/or meet a new customer need, including validation, writing procedures and training
* Responsible for maintaining data integrity and inventory accuracy
* New Item Set ups
* Assist Engineering with New Product planning, Engineering parts requests, and pilot inventory reconciliations
* Materials Lead for the annual Physical Inventory and reconciliation process
* Materials Department Record Retention
* Reviews open order reports and forecasts to prepare schedules for the Versal Bulk production lines
* Coordinate the shipment of Versal bulk materials from the site to the warehouse
* Co-ordination of testing, analysis and release of Raw Material samples

## Qualifications for materials analyst

* Conducting hard and deeply buried target analysis
* Able to effectively communicate with associates at all levels of the organization and in all functional areas suppliers
* Able to effectively lead small to medium scale projects in materials related initiatives
* Must have experience working with large ERP systems
* Knowledge of MS Excel, SQL Query for data extraction and reporting
* Knowledge of PeopleSoft database schema preferred