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# Example of Order Analyst Job Description

Our company is growing rapidly and is looking for an order analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for order analyst

* Identify business opportunities and make recommendations for improving existing processes, addressing technical issues or implementing new EC B2B technologies and procedures
* Support the new supplier enablement process including EDI testing as required
* Contribute to the continuous improvement of EC/UECOM processes to execute better solutions, solve business problems, and capitalize on opportunities as they arise
* Provide subject matter expertise and support as required to CTR strategic initiatives (analysis, design, testing, implementation)
* Provide Subject Matter Expertise to cross functional stakeholders on EC/UECOM functionality, processes and applications
* Produce, maintain and review documentation pertaining to new or refined EC/UECOM processes and procedures
* Provide customer service regarding order status, billing, freight, errors
* ERP maintenance for new customers, pricing
* Accountability for Order Fulfillment OTC performance for all customers
* Participation in regular service meetings

## Qualifications for order analyst

* Must have solid organizational skills, the ability to manage and prioritize multiple tasks and the ability to understand new concepts quickly
* Bachelor Degree in Accounting, Business, Finance, or other related field with 0-1 year of related experience OR Associate Degree with 4 years of related experience OR High School Diploma or Equivalent and 8 years of related experience OR an equivalent combination of experience and education
* Familiar with ERP, MS Office (excel, word
* Bachelor's degree in Business/Finance or relevant equivalent is desired with 5 years of demonstrated experience
* Experience building relationships working in and leading a team is a plus
* Primavera, PowerPlan, and SAP experience is a plus