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# Example of Order Management Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of order management analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for order management analyst

* Preparation of technical specifications sufficient for programmers to understand, build, test and deploy
* Lead and participate in requirements walkthroughs and reviews
* Perform business process requirement analysis and ensure comprehensive understanding of both the required technology and operational processes required to deploy successful solutions
* Compile/Enhance business procedures and document process flows
* Liaise with end user groups, product management, technology to ensure the hand off points are clearly understood, confirmed and documented
* Responsible for elicitation, analysis, and documentation of business requirements in the areas of Order Management and Sales
* Assist in the creatation of the business case documentation
* May conduct system demonstrations and training sessions, participate in design/review of training content
* Collaborate with GIS and business teams to design application solutions by analyzing functional requirements, studying and creatively leveraging standard SAP capabilities, proposing configuration specifications, and configuring application
* Lead cross-functional team members in the implementation of strategic projects and enhancements from requirements gathering through deployment and post-production support

## Qualifications for order management analyst

* Experience with PCs
* Experience with data warehouse a plus
* Initiate actions required to close open asset variances
* Management of assigned accounts aligned with service level agreements that include but not limited to daily, weekly, and monthly reporting measures, communication with details, follow through with deliverables
* Familiar with computer related programs such as Microsoft Suite (Word, Excel, Power Point, etc), Internet, Intranet
* Proficiency in using Microsoft Office (Word, Outlook, Excel, ) tools