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# Example of Product Data Analyst Job Description

Our growing company is looking to fill the role of product data analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for product data analyst

* Help management and product teams understand ongoing product performance
* Run regular health checks to spot any major changes to key metrics
* Lead qualitative research projects, which will include web and mobile browser-based surveys and in-person and focus group research on occasion
* Function as a power user of our various analytics tools and resources
* Participate in regular meetings with Product Management, Information Technology, Clients and Business Partners to facilitate the understanding, clarification, and implementation of product execution projects
* Assist in the development and management of a library of process maps, business requirements, and business artifacts
* Develop and maintain standards for product tracking and reporting
* Coordinate engineering changes by leading and facilitating a cross-functional team to track the approval and implementation of engineering design revisions and bill of material updates
* Analyze bill of material structure for accuracy and completeness in accordance with engineering requirements, product standards, and procedures
* Conduct regular review periods to audit bills of material and product information

## Qualifications for product data analyst

* Excellent attention to detail, accuracy, and follow up
* Analyze engineering drawings or excel part listings to generate discrete BOM listings
* Modify and analyze product data to support various research or inquiry needs
* Bachelor’s degree in business, Information Systems, Engineering Tech or related field
* 1-3 years prior Bill of Material experience, or similar analytical root/cause work experience
* Demonstrated successful ability to organize and prioritize work to ensure timeliness and completion by expected deadlines