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# Example of Production Analyst Job Description

Our innovative and growing company is looking to fill the role of production 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 production analyst

* Serves as a key contact for Operations management and staff by consulting and advising them on systems, products, process, and resource information
* Bachelor’s degree (BA/BS) in Real Estate, Finance, Accounting, or Economics from a four-year college or university required
* Strong understanding of financial terms and principles necessary in real estate underwriting, including Discounted Cash Flow, IRR, NPV, Time Value of Money, Return on Equity
* Ability to comprehend, analyze and interpret various types of real estate documents
* Highly-developed verbal and written communication skills – ability to interact effectively and professionally with a wide variety of internal and external parties (managers, analysts, sales professionals, clients)
* Analyze scheduled production vs
* Exchanging data with suppliers and updating data and information to ensure we have the most up to date and accurate information
* Resolve issues from customer inquiries on units in production or transportation process in a timely manner
* Maintain slot capacity by contacting the OEMs and updating the database
* Act as a back-up to the transportation/dispatch Fleet Scheduler by updating systems, sending drivers out to pick up units from manufacturer and deliver to customers

## Qualifications for production analyst

* Knowledge of databases and/or SQL script writing
* Gaining familiarity with company escalation procedures and assign correct severity level for system and data errors
* Degree in Logistics, Supply chain, Material Planning and Logistics, Business Admin, operations, is preferred but flexible
* Strong technical/computer knowledge (required)
* Highly self-motivated and able to work independently (required)
* Experience with scheduling applications like Control-M or TWS (highly valued)