



## Example of Analyst, Distribution Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking to fill the role of analyst, distribution. 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 analyst, distribution

- Provide first level support and perform preliminary investigation of problems for technical and operational problems
- Develop standard tools, KPIs, performance metrics
- Work closely with and provide guidance to the team in regards to data collection for driving analysis
- Determines cost of distribution by establishing standard costs
- Tracks performance against budget, prior year and forecast
- Provides monthly reporting to each area of the business supported
- Responsible for maintenance of critical data and outbound/inbound schedule elements
- Tracks, monitors and measures the benefit of implemented solutions for moderately complex issues
- Prepare and publish KPIs and performance reports
- Develop strong working relationship with internal customers and external suppliers

### Qualifications for analyst, distribution

- Strong written and verbal communications skills and the ability to deal effectively with all levels of personnel in various locations required
- Must have well-developed interpersonal skills and organized thought process to provide detailed and accurate direction to the client/end-user

- In-depth knowledge of mutual fund operations all regulatory Luxembourg requirements inclusive of all AMUCTF related regulations
- Excellent knowledge of the 'Risk-Based Approach' with regard to intermediaries, countries, products
- Responsibility for the delivery of a high quality service, for the adherence to industry rules and regulations and for the respect of the defined internal procedures