



Example of Analyst, Production Job Description

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Our company is hiring for an analyst, production. 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, production

- Determine cause for posting errors and develop action plan to eliminate the cause
- Perform SAP transaction to post production and make appropriate production posting corrections
- Work with Production Coordinator/Technical Staff to identify permanent plant process changes and required master table data updates
- Maintains Bills of Materials and Routing table data in SAP and determines appropriate changes
- Monitors and update master table data for new products/raw materials and deletion of discontinued products/raw materials
- Reconciles raw material and product inventory discrepancies and makes necessary adjustments to correct inventories
- Provides support for daily production issues, serving as key contact for operations management and staff on systems, products, process and resource information
- Partners with IT to identify/specify requirements, to assist in business process redesign, and to resolve complex business issues
- Serves as liaison between IT staff and Operations staff in resolving production and business issues including translating complex technical language for operations staff and translating business terminology and concepts for IT staff
- Writes and executes less-complex test plans

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- Experience in investment management environment
 - Proficient in Unix, Perl
 - Bachelor's degree and/or 4 years experience in Information Technology
 - Experience in ATM Technology and Operations
 - Experience of analysing, validating or reconciling data
 - To demonstrate experience of working to deadlines