



# Example of EDI Analyst Job Description

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Our growing company is looking to fill the role of EDI 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 EDI analyst

- Responsible for compliance involving internal and external B2B and B2C applications, onboarding new partners, changing existing setups, patch installs, business process reviews, new platform integration with EDI, communications and successful processing of all transactions
- Ensure compliance with support for business applications and departments related to EDI processing / interfaces
- Manage multiple projects, EDI trading partner implementations and timelines
- Conduct testing with trading partners and ensure sufficiency of integrations for new customers into EDI processes per implementation standards
- Communicates with users and management on system and process capabilities system and program design of new applications or integration of EDI into existing applications
- Execute corporate EDI strategy
- Promote partnerships with all applicable business functions in the organization through EDI
- Collaborate with trading partners/customers who wish to do business through EDI
- Work with a team of business analysts to design, implement and support EDI requirements
- Will assist in EDI implementations around the globe on multiple sending and receiving systems

## Qualifications for EDI analyst

- Stay attuned to advancements within the industry, attending conferences as appropriate
- Review and analyze processes and procedures to identify needs and provide recommendations with high emphasis on continuous improvement
- Demonstrate enthusiasm and be celebrative in a team environment when sharing positive business results
- Communicate in a timely and appropriate manner
- Promote associate recognition and inclusiveness