



# Example of EDI Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of EDI analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for EDI analyst

- Provide off-hour support for production issues, system maintenance and on-call rotation
- Documenting functional requirements
- Driving process and system design for new implementations
- Implementing brand new customers
- Participating in testing at all levels
- Communicating project status via work plans, issues lists and other forms of communication
- Monitors and reviews trading partner requirements, mapping, and interfaces to business applications
- Maintains existing trading partner profiles and mappings while working with internal customer demands and interface applications
- Researches and understands new technologies with vendors, techniques and trading partner initiatives
- Evaluates and recommends new electronic commerce software and/or upgrades

## Qualifications for EDI analyst

- Perform administrative tasks associated with onboarding new EDI vendors
- Analyze and validate EDI chargebacks
- IBM Sterling B2BI experience, a plus
- Experience with Value Added Networks or Customer EDI portals is a plus

- Effectively communicate, in both written and oral form, with all levels of management