



Example of EDI Analyst Job Description

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Our innovative and growing company is hiring for an EDI analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for EDI analyst

- Maintain documentation for all EDI Processes within AFSR Aerospace
- Providing operational monitoring, administration support and error resolution for all EDI transaction sets
- Participating in execution of tactical initiatives related to technological advances, enhancements and SAP upgrades
- Enforcing established EDI standards, SOX controls and standard processes
- Coordinate with GDS development resources to and communication issues, resolutions and general updates
- Participates in the project delivery lifecycle - taking approved designs through to go-live
- Will provide production support as needed for already developed system components
- This position may require some domestic and/or international travel
- Work closely with the B2B program manager to identify objectives for B2B program and act as project lead on resulting initiatives
- Analyze business processes and work with business analysts to design standardized, streamlined, automated solutions incorporating B2B solutions and transactions

Qualifications for EDI analyst

- Assist in training merchants on EDI requirements

- 1+ year of previous EDI mapping experience
- 3PL Integration experience
- Experience in Electronic Data Interchange (EDI) and B2B integration