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## **Example of Level Analyst Job Description**

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Our company is growing rapidly and is looking for a level analyst. 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 level analyst

- Prepare and present detailed cost/price briefings for management, including discussion of RFP pricing requirements and evaluation criteria, competitive analysis, pricing strategies, and key financial metrics
- Maintain detailed pricing documetation files to serve as reference for future inquiries or audits
- Employee decides what needs to be done and how to accomplish tasks, evaluating issue/requirement circumstances, considering different approaches, and dealing with incomplete and possibly conflicting or confusing data
- Create process and data models to visually represent requirements information
- Perform system testing with internal and external clients
- Assist with the resolution of code deficiencies found during the assembly test and acceptance test phase
- Assists in the translation of customer requirements into design options with documents and estimates
- Provides maintenance support for equipment installations, utility systems and grounds
- Supports test crews as aircraft spotter or other position as assigned
- Receives and inputs internal and external customer requests for services and goods related to buildings, equipment and systems

- Knowledge of XML and XML API testing preferred
- Knowledge/Experience with HP Application Management/Quality Center experience preferred
- Ability to work alone or in a team
- Must be able to independently organize work and daily schedules
- Basic knowledge of wireless telecommunications billing and order processing preferred
- BS/BA in public health, economics, sociology, psychology, political science, or a related field