



Example of Order Analyst Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for an order 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 order analyst

- Leads design sessions in prototyping new systems for the purpose of enhancing business processes, operations, and information process flow
- Translates conceptual user requirements into functional requirements in a clear manner that is comprehensible to developers/project team
- Provides production support and investigation
- Coordinate and manage project Change Requests
- Investigate pricing issues
- Provide reporting and analytics needed to effectively communicate electric work order lifecycle and data quality aspects to various stakeholder groups
- Support the cadence of reporting needed to effectively communicate findings and actions required
- Support adherence to the controls-based framework related to work orders and overall financial results
- Develop and implement corrective measures that enhance and improve the work order lifecycle timeliness to closeout with high quality of financial results
- Maintain a continuous improvement approach

Qualifications for order analyst

- 3+ years working with the process between PDL, Order Guides, Codification, OTD (Order-to-Delivery process)
- Proficiency in Excel, Word, Outlook and SharePoint

- Position requires interface with team members from around the works, cross-function partners
- Ability to manage multiple open issues at a time and be a supportive team leader
- Understanding of the various processes for Pre-production order for different markets and ensure that analysts are completing the correct tasks for these orders