



Example of OTC Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of OTC 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 OTC analyst

- Provide inputs in promoting and implementing best-practice solutions (business processes and SAP functionality)
- Provide inputs in promoting and implementing Test Automation best-practice solutions for SAP Test Automation
- Under the direction of OTC Manager or Lead Analyst develops reports with other OTC analysts requiring a high degree of accuracy and detailed knowledge of OTC processes
- Assists and aids in the overall coordination of system upgrades
- Works in conjunction with the service desk to analyze, prioritize, and resolve work ticket requests
- Works with other team members to acquire cross functional knowledge transfer and provide backup capabilities
- Provide business process support in defining and managing master data such as customers, vendors, price lists
- Mentors, coaches, and provides knowledge transfer to less experienced functional analysts
- Engage the user community to educate, share best practices and communicate upcoming system changes
- Assure system quality by coordinating User Acceptance and Regression testing

Qualifications for OTC analyst

- Bachelor's degree in IT discipline (13+ years of combined college education and work experience may be substituted for a degree)
- Strong IT Project Methodology experience
- Proven ability to develop complex business process models and technical requirement documentation on a global scale
- Must be able to travel either domestically or overseas 10% of the time
- Coordinate with project management on assigned projects adhering to our Project Lifecycle Methods (including Governance, Project Management, Release Management /SDLC methods) - delivering on-time, within budget