



# 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

- Proficient in understanding processes and identifying and solving problems while thinking outside the box
- High degree of experience in writing of comprehensive and well thought out functional documents (FD's)
- Experience in improving business process to reduce rework on various office functions, multi-tasking between different projects
- Well versed in handling day to day production support issues
- Experience in working with developers and other business partners in designing and development of new functionality or problem resolution
- Experience in writing test scripts and assisting in User Acceptance testing (UAT)
- Work experience on small development projects is a plus
- Configuration experience and knowledge of the following areas – Plants, Access Sequence, STO, Purchasing, Inventory Management, Inter Company STO, Materials Management, Customer Master, Pricing Condition Records, Configuration for sales and distribution
- HP ALM or other incident and project tracking tool
- Knowledge of the integration between FI/CO, SD and MM

## Qualifications for OTC analyst

- Provide project and program leadership for EDW initiatives so that these meet or improve on project timelines, cost estimates and service levels AOP

- Bring new and existing best practice approaches for EDW to the organization and implement these for the continued benefit of the company
- Works with enterprise-wide business and IT senior management to understand customer issues and their environment in order to manage enterprise data warehouse solution
- Solves complex technical problems and guides team on how to implement corresponding changes
- Creates appropriate and acceptable testing methodology and criteria with the business
- Develops standards, policies and procedures for the form, structure and attributes of the business intelligence tools and systems