



Example of Production Analyst Job Description

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Our company is growing rapidly and is hiring for a production analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for production analyst

- Work with business team regarding system issues or system enhancements and convert them into support or change requests for IT teams with detailed descriptions
- Drive and challenge business units on their assumptions of how they will successfully execute testing of new functionality and ensure new functionality has clear operations implementation plan
- Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs Interview operations and technical staff to gain understanding of end to end current process in order to recommend options to streamline and improve process
- Provide input in to the monthly pack for areas of responsibility
- Responsibility for calculating International sales revenue and compiling International P&L reporting
- On-going review of the reporting processes to ensure that any improvements / efficiencies are identified and rolled-out
- Key contact across finance and other departments for any Contract Print, Insertion & Packaging, Ink and plate queries
- Compile and publish daily reports based on production and q/c logs maintained by the team members
- Be responsive to continuous shifts in team membership, changes in metrics required by the team leads, daily deadlines, and special project requests
- Audit and test monthly invoices provided by outside vendors for contracted

Qualifications for production analyst

- Experience underwriting Retail properties, a plus
- BA or BS degree in CS, Cybersecurity, Database Management, or a related field or 6+ years of experience as an analyst in the IC evaluating technical information for targeting and reporting purposes in lieu of a Bachelors degree preferred
- Good understanding of Matlab, SAS, VBA, Linux/UNIX is a plus
- Knowledge of Market Vendors (Reuters, Bloomberg, IDC.) is a plus
- 4 years of relevant experience in an information technology environment, application maintenance & support, exposure on production support
- 4-year degree or equivalent experience in Information Technologies