



# Example of Release Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position of release analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for release analyst

- Effective prosecution of the day to day operations of the ITIL Release Management process using controlled processes, procedures and tools ensuring continued compliance to required ISO20K accreditation
- Regular performance monitoring of the Release Management System, ensuring adherence to contractual SLA/OLA's and Customer Satisfaction Survey levels and Key performance indicators are achieved or exceeded
- Analyzes import and export documentation to determine admissibility, arrange for the type of release required by U.S. Customs and Border Protection (CBP) and submits appropriate documents as required by CBP
- Contacts carriers, customers, CBP and other parties to facilitate the release of imported merchandise
- Analyzes documentation provided to determine the harmonized tariff number and whether the shipment qualifies for special tariff treatment, NAFTA, reduced duty rates and ensures all government agency regulations are followed
- Reviews entries identified by a computer audit application or CBP automated broker interface for accuracy and CBP compliance
- Conduct vendor audits
- Review and approve all system access requests to ensure vendor has only the access required to complete their required functions
- Reconcile and approve monthly vendor invoices
- Develop, maintain, and improve the Build Automation processes and scripts necessary to produce consistent, accurate, scalable and maintainable Product

## Qualifications for release analyst

- Understanding of the Studio FC Process and Deliverables
- Understanding of the Decorative Part Approval Process (AAR, PPAP, etc...)
- Understanding of vehicle diagnostic tools
- Regulatory Business Analysts are part of the project working group to successfully agree project scope and implement within budget and timelines
- Experience of delegating work, coaching and developing junior members of the team
- Must have hands on experience working with Jira, Jenkins, Ant, Maven, Shell scripting, Puppet