



Example of Warranty Analyst Job Description

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Our growing company is searching for experienced candidates for the position of warranty 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 warranty analyst

- Lead and support quality audits
- Rules and regulations as outlined in the Employee Handbook
- Health and Safety policies and procedures as outlined in the Health and Safety Management System
- Environmental policies and procedures as outlined in the Environmental Management System
- Create and present detailed reports to communicate results of warranty data analysis
- Analyze KPI, damage code and cost trends and identify overstandard conditions
- Review technical documents, time guides and work instructions to identify potential overlapping / excessive labor
- Administer warranty labor rate process including monthly rate increase requests from dealers
- Ownership of warranty accounting entries across multiple regions/markets
- Working closely with WW Accounting to ensure timely and accurate bookings in-line with actual period warranty repair activity

Qualifications for warranty analyst

- Excellent written and verbal English language skills, further languages are a plus

- You should be enrolled in a Business/Finance/IT degree that offers a placement year opportunity
- IT literate with Microsoft Office Applications
- Confident individual with a strong academic background
- Ability to analyse data and work on own initiative