

# Production Analyst Job Description

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## **Duties and Responsibilities:**

- Develop and conduct reports, manage meetings, and support the manufacturing inbox (the manufacturing inbox is an internal help desk for status of orders and product availability questions) where applicable
- Responsible for developing models and reporting structures that identify production rates
- Responsible for developing standardized and custom reports
- Perform plant production analysis
- Develop tools aimed at improving production efficiencies
- Interface with manufacturer to provide product delivery support to customers
- Collect, compile, and present manufacturing progress and status report on weekly basis, or as requested
- Serve as the primary contact and interface for sales information requests and provide support for the shipping hotline
- Manage, track, and prepare delivery, and spare inventory orders; handle any return-for-credit process and manage the inventory reconciliation process
- Responsible for maintaining the SharePoint site, Oracle Database, and MS Office Excel or PowerPoint reports and documents
- Required to provide support during peak fulfillment periods to meet corporate financial targets
- Responsible for contracting manufacturer for quarter-end fulfillment as requested.

## **Production Analyst Requirements – Skills, Knowledge, and Abilities**

- Education: Applicants for the production analyst job must possess a minimum of a Bachelor's degree or related work experience in a production environment

- They are also required to have 3-5 years work experience in a manufacturing/production environment
- Strong initiative: They must have the ability to take the initiative and review current process and provide improvements
- Computer skills: It is important that they possess advanced computer skill relevant for data management; this includes experience with Microsoft Office (Word, Excel, PowerPoint), as well as database tools (Oracle, SharePoint, and Salesforce, etc.)
- Interpersonal skills: The production analyst job requires them to partner with various teams and units in order to manage an efficient production process. So, it is important that they have strong interpersonal skills to establish and maintain effective work relationships
- Communication skills: Applicants must also have the capacity to develop reports and communicate technical information in a clear and concise manner
- Organization and time management skills: The production analyst position is a time sensitive one, hence analysts must be able to simultaneously handle multiple assignments as well as work with others to achieve the desired outcome within the stipulated timeframe.