

# EDI Job Description Template



## EDI Developer

*An EDI developer should possess the following qualities:*

- Attention to detail
- Highly organized
- Strong interpersonal skills
- Excellent problem-solving capabilities

### **The job entails:**

- Programming applications
- Designing methodologies
- Investigating system abilities
- Knowledge of FTP networking
- Setting up and editing SQL reports
- Maintaining EDI documentation

*Candidates for this position should have a bachelor's degree in a field related to information technology, and a minimum of five years' work experience.*

## EDI Analyst

*To succeed in this position, an EDI analyst must demonstrate the following characteristics:*

- Big picture thinker
- Strong interpersonal skills
- Highly organized
- Attention to detail
- Excellent problem-solving capabilities

### **EDI analysts perform the following tasks:**

- Reviewing business requirements
- Transforming business requirements into technical specifications
- Creating test cases
- Troubleshooting

*To be considered for this role, you must have completed a bachelor's degree in a field related to information technology, or show the completion of EDI training courses, and three years of work experience.*

## EDI Specialist

*An EDI specialist must show prospective employers he or she has the following traits:*

- Works well under pressure
- Excellent problem-solving capabilities
- Highly organized
- Attention to detail
- Big picture thinker
- Strong interpersonal skills

### **EDI specialists perform the tasks listed below:**

- Reviewing business requirements
- Designing and developing EDI system based on business requirements
- Securing EDI systems
- Troubleshooting glitches
- Working with trading partners to set up and maintain their EDI systems

*This position requires at least a bachelor's degree and several years of work experience. Alternatively, the successful completion of training courses would be acceptable.*

## EDI Coordinator

*An EDI coordinator is expected to possess the following qualities:*

- Attention to detail
- Highly organized
- Excellent problem-solving capabilities
- Strong interpersonal skills

### **EDI coordinators perform many of the tasks listed below:**

- Managing and maintaining EDI systems
- Monitoring EDI transactions
- Planning and installing upgrades
- Troubleshooting glitches

*Successful candidates for this role will hold at least a bachelor's degree in an information technology-related role, and have worked for several years. Completion of training courses is also acceptable.*