EDI Hiring Scorecard

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JOB ROLE	QUALITIES	Y/N	EDUCATIONAL REQUIREMENTS	Y/N	SKILL SET	Y/N
EDI Developer	Attention to detail		Undergraduate degree in IT		Programming applications	
	Highly organized				Designing methodologies	
	Strong interpersonal skills				Investigating system abilities	
	Excellent problem-solving capabilities				Knowledge of FTP networking	
					Setting up and editing SQL reports	
					Maintaining EDI documentation	
EDI Analyst	Attention to detail		Undergraduate degree in IT		Reviewing business requirements	
	Highly organized		Certification in EDI Analysis		Transforming business requirements into technical specifications	
	Big picture thinker				Creating test cases	
	Excellent problem-solving capabilities				Troubleshooting	
	Strong interpersonal skills					
EDI Specialist	Attention to detail		Undergraduate degree in IT		Reviewing business requirements	
	Highly organized		Completion of EDI training courses		Designing and developing EDI system based on business requirements	
	Big picture thinker				Securing EDI systems	
	Works well under pressure				Troubleshooting glitches	
	Excellent problem-solving capabilities				Working with trading partners to set up and maintain their EDI systems	
	Strong interpersonal skills					
EDI Coordinator	Attention to detail		Undergraduate degree in IT, CS, or IS		Managing and maintaining EDI systems	
	Highly organized				Monitoring EDI transactions	
	Excellent problem-solving capabilities				Planning and installing upgrades	
	Strong interpersonal skills				Troubleshooting glitches	
EDI Administrator	Attention to detail		Undergraduate degree in IT, CS, or IS		Knowledge of EDI software, infrastructure, and standards	
	Highly organized				Troubleshooting glitches	
	Excellent problem-solving capabilities				Monitoring EDI system	
	Big picture thinker				Maintaining a log of trading partner information	
	Works well under pressure				Testing transactions on partner systems	