Downloaded from <https://www.velvetjobs.com/job-descriptions/i-t-analyst>

# Example of I.T Analyst Job Description

Our company is growing rapidly and is hiring for an I.T analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for I.T analyst

* Monitor and analyze trends in contractual agreements in order to make recommendations for the future, and to identify areas for possible savings
* Negotiate terms, conditions of sale, and warranties of goods, products, and services with key suppliers, vendors, and service providers
* Assist IT Business Operations Manager in developing and implementing all purchasing policies and procedures, including those for equipment, hardware, and software
* Support the organization’s budgeting processes
* Manage the legal review process (when appropriate) with the organization’s legal resources
* Monitor contract performance for compliance with organizational needs and requirements, including follow-up checks for corrective action
* Develop and deliver contract reports, bid proposals, requirements documentation, and tender documents
* Administer contract change management and contract closure
* Establish and maintain regular written and in-person communications regarding pertinent contract activities with the organization’s executives, department heads, and end users
* Where necessary, provide appropriate contract and subcontract information to accounting and purchasing departments

## Qualifications for I.T analyst

* A strong customer service attitude and desire to assists others is essential
* Business Information Systems or Business related degree with IT content
* Ability to learn, analyse, and understand business and technical processes and demonstrate effective problem solving techniques
* Must be a self-motivated team player that demonstrates willingness and ability to learn and develop customs knowledge
* Information Technology Associates Degree or current MCSE with 5 to 6 years of recent experience in a field support role
* Experience/specific knowledge