Downloaded from <https://www.velvetjobs.com/job-descriptions/it-project-analyst>

# Example of IT Project Analyst Job Description

Our innovative and growing company is hiring for an IT project analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for IT project analyst

* Develop smart dashboards and analytics solutions to enable better communication and visualization of data relevant to manufacturing
* Perform duties as system owner for the manufacturing scheduling (APS) system
* Coordinate with system owners to ensure proper integration of the APS system with other IT systems
* Develop and provide training and support to manufacturing end-users
* Maintain all manufacturing webpages and distribution lists
* Coordinate the distribution of group wide communications
* Develop tools to assist the manufacturing group with data collection, storage, analysis, and distribution
* Recommend changes to improve the user experience of existing manufacturing systems
* Create and maintain comprehensive project documentation and ensure that all changes are aligned with or captured in the SOP’s
* Manage Scope, Schedule Budget

## Qualifications for IT project analyst

* Dynamic collaboration with multiple project team members (project managers, other BA’s, architecture, business sponsors, ) and effectively balance competing priorities and timelines
* Ability to identify, explore and evaluate options on processes, methodologies and information technology solutions in order to support the design of new business systems and develop feasible recommendations
* Highly self-motivated and self-directed with proactive approach to problem solving, multi-task oriented team member with ability to self-manage tasks to completion within structured timelines
* Ability to troubleshoot and learn new technologies
* Ability to challenge the status quo and think outside the box
* Minimum 2 years of work experience in IT Business Analysis