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# Example of Operations Project Analyst Job Description

Our company is searching for experienced candidates for the position of operations project 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 operations project analyst

* Provide various operational support as-needed across GCSO which includes advising on contracting and procurement related activities, supporting flex sourcing arrangements for the functions, executing operations-related contracts and managing operations contractors
* Own various GCSO operational SOPs
* Provide periodic monitoring of business process metrics and process compliance, making recommendations for corrective actions as appropriate and partnering with other functions as needed to implement changes for continuous improvement
* Be the resident expert and point of contact for cross-functional systems such as Ariba, Aravo, Totality, eMarketplace (Contracting), and ReCAP
* Provide systems administrator support for internal systems
* Analyze complex business problems to be solved with manual or automated systems or processes
* Develop and track work plans and schedules, including in Microsoft Project
* Develop performance and management reports
* Project lifecycle management for the implementation of changes required to Account Maintenance System(AMS) and other client platform tools
* Drafting business requirements, test execution plan and UAT standardized test cases to be leveraged during UAT

## Qualifications for operations project analyst

* Ability to define a project plan and manage to tight delivery timeframes
* Self-motivated, proactive, enthusiastic with a great appetite to learn
* Creative and innovative approach to problem solving and developing solutions
* Strong attention to detail with ability to manage tight delivery timelines
* Experience and knowledge of payment processing / handling payments and settlements within CIB combined with a Well developed understanding of risk and controls
* Knowledge of CIB products and organization (Markets, Banking, Investor Services)