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# Example of Program Senior Analyst Job Description

Our growing company is searching for experienced candidates for the position of program senior 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 program senior analyst

* Prepares and presents oral briefings and written reports as required
* Provide accurate and timely guidance and support to CO&E employees on a variety of Operations and Integration projects and initiatives
* Will serve as project manager for planned and ad-hoc initiatives throughout the year
* Solicit, analyze and maintain CO&E customer service feedback from the line organizations
* Work closely with CO&E management on communication and outreach initiatives
* Analyze multiple data sources in order to compare, synthesize and codify data to create program reports
* Support Acquisition and Procurement Strategies for Navigation Programs
* Support Stakeholder Meeting coordination
* Develop NextGen Portfolio briefings
* Support biannual review of NAS EA Roadmap

## Qualifications for program senior analyst

* Analyze actual labor, and overhead cost against Standard/ Budget
* Requires Bachelor’s degree (in Business Administration) or equivalent
* Five to seven years of related (project support or management) experience
* Experience in senior level onsite management/support
* Bachelor’s degree and at least 5 years of project/program management experience
* Advanced Microsoft Excel capabilities (pivot tables, modeling, ) preferred