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# Example of Project Analyst Job Description

Our company is looking for a project analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project analyst

* Prepare reports, dashboards and score cards
* Data collection, verification of data integrity, analysis, editing, collaboration with data owners and formatting of project and resource data
* Create presentations – both regularly scheduled and ad hoc as business needs arise
* Work with PAB leadership to develop and maintain agenda for PAB, coordinate meetings, minutes/actions, and deliverables
* Assist the PAB on recommended process improvements
* Helping maintain program structure, , managing and executing the PP&C MOS and associated artifacts
* Participate and facilitate Risk and Opportunity Management
* Assist the project manager on all issues related to project economy
* Review project invoices for approval in a timely manner
* Work with Project/Facility Managers to ensure the timely close-out of projects

## Qualifications for project analyst

* Should have strong understanding of accounting and finance function
* Working knowledge of PLM
* Educated to University Degree level or Equivalent training in technology/project analysis
* Experience in project analysis, technology analysis, or business analysis (2+ years)
* Experience managing medium sized matrixed project teams (2+ years)
* 3+ years of Project Analyst (Project Coordinator) experience