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

# Example of Project Controls Analyst Job Description

Our growing company is looking for a project controls 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 project controls analyst

* Facilitates quantity management reporting
* Leads the project Change Management Program
* Learn the Project Life Cycle process and to execute projects using these philosophies
* Familiarity with the “family of curves” reporting template, other standard telecoms reporting related to cost and scheduling
* Assist in identifying cost and schedule risk
* Implement project controls systems for specific projects
* Manage project controls contractors as necessary
* Provide financial and analytical expertise on Engineering & Construction portfolio projects including but not limited to forecasting, scheduling, performance metrics and risk analysis
* Facilitate and support the preparation and roll-up of project budgets and forecasts
* Compile data from disparate systems to monitor and report on various aspects of project planning, execution, and closing

## Qualifications for project controls analyst

* Experience with Proliance or similar systems
* Prefer a Master’s degree, or a four-year Bachelor’s degree in engineering or Construction Management or nontechnical
* Demonstrate ability to manage time effectively and efficiently, show capable of having organizational and planning skills, having an aptitude for accuracy, attention to detail and ability to achieve goals
* Bachelor’s Degree in accounting or finance and 3-5 years of related experience, or an equivalent combination of education and experience
* Must have excellent organization and communication skills excellent analytical and mathematical skills
* Must have the ability to understand basic project management and project controls concepts