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# Example of Project Controls Analyst Job Description

Our innovative and growing company is looking to fill the role of project controls analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project controls analyst

* Provide guidance and work leadership for day to day activities and projects
* Lead in identifying appropriate statistical and modeling procedures, metrics, budgetary requirements, and information requirements for various internal customer groups
* Partner with other departments which may impact the Engineering and Construction group
* Apply best practices and knowledge of internal/external businesses issues to improve processes or services
* Produce and maintain data and procedures specific to projects/program/process and or department
* Carry out project controls activities for the portfolio of projects in Operations Engineering Integrity when required
* Develop process and policy specifications and criteria and options
* Research and analyze key themes from a wide range of data sources in order to identify how different scenarios may impact the business
* Develop schedule variance analysis and identify and report activities that have a critical or potential impact on the schedule, or monitor performance data and independently develop complex analysis
* Works with the company financial and cornerstone systems and processes

## Qualifications for project controls analyst

* Knowledge of relational databases, business planning & forecasting and SAP preferred
* Working knowledge of and ability to select and apply resource monitoring and control techniques, such as CPM computer scheduling techniques
* Cognos Report Studio experience highly preferred
* 3+ years of project management experience (PMP Certification a plus)
* Strong written and verbal presentation skills – must be able to translate metrics and risk impact and provide meaningful commentary for executive management
* Ability to develop and maintain strong working relationship – experience with communicating and influencing senior management