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# Example of Project Management Analyst Job Description

Our growing company is looking to fill the role of project management analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project management analyst

* Create and deliver presentations to management team
* Develop the knowledge necessary to represent CAF as a subject matter expert during various IT initiatives
* Revenue Closure – Managing weekly revenue closing activities for the company, preparation of necessary backup files, posting absorptions, tracking automated transactions and resource deployment
* Time and Billing– End to End responsibility for Time & Billing in Oracle systems, which includes Employee setup, Transfers of time sheets, Setting up billing rates and employee related transactions
* Time and Expense – Processing, monitoring and managing entire Time and Expense process, which includes adhering to India T&E policy, verification and processing of all the expense claims
* Coordinating the preparation of proposals, business plans, capture plans, proposal work statements and specifications, budgets and financial terms/conditions of contract
* Establishing milestones and monitoring adherence to master plans and schedules, identifying project problems and developing solutions, such as allocation of resources or changing contractual specifications
* Coordinating the work of employees assigned to the project from technical, manufacturing and administrative areas
* Work with project teams to support cross functional activities
* Leads the design and documentation of information system processes and best practices for all aspects of project management

## Qualifications for project management analyst

* Knowledge on project management tools such as JIRA, VersionOne will be added advantage
* Three (3) years related shipbuilding experience with Bachelors degree
* Experience and knowledge of multiple logistics disciplines, cross-functional logistics activities, and familiarity with engineering disciplines
* Bachelor’s degree in life sciences or business management is required
* Technical aptitude – ability to quickly learn new technologies, ability to apply knowledge to recommend and implement process changes
* Proficient in Microsoft Word, Excel, PowerPoint, Visio, and Project, and JIRA or similar collaboration tools