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# Example of Project Support Analyst Job Description

Our growing company is searching for experienced candidates for the position of project support 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 support analyst

* Provide technical set-up when new products are released or existing products are enhanced
* Participate in Projects & Initiatives as part of the FRRA Strategic Initiatives
* Liaise with teams to understand requirements from an end user perspective (for various regulatory reporting schedules)
* Designing testing approach and draft test cases for different process owners
* Perform UAT, flag defects/deficiencies
* Assess issues from development cycle rolling into UAT and track for closure
* Closely work with technology and other support groups to resolve open issues/defects
* Facilitate status update calls with key stakeholders
* Administer the Interaction Center application that is used for logging of customer interactions for KPS Sales Admin, Service Technicians, and Customer Communications
* Ensure project team delivers support requirements

## Qualifications for project support analyst

* Knowledge of US Regulatory and SEC reporting requirements preferred
* Adherence to deadlines by managing key project deliverables as part of the project plan
* Knowledge of MS Access / Databases preferred
* Willingness to work in UK shift & extended UK shift Timings
* Solid understanding of the Project Management Life Cycle (PMLC) and how it integrates with the Software Development Life Cycle (SDLC) is an asset
* Knowledge of project management principles, practices, techniques, and tools is a definite asset