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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. 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 support analyst

* Create Dashboards that provides at-a-glance project management and business operations information and metrics
* Support multiple Project Manager in planning and executing projects or business initiatives
* Distribute agenda’s and develop presentation decks for project status meetings
* Develop and maintain current and future state operating models
* Document policies and procedures for supported tools
* Developing and distribute client and/or internal communications
* Research and define business requirements
* Coordinating or participating in various test campaigns for multiple projects
* Complete BAU or Adhoc requests as needed
* Review bi-weekly and monthly financial and labor reports for discrepancies and perform analysis on Under- and Over-runs on labor charges vs

## Qualifications for project support analyst

* Good leadership skills, with the ability to lead and facilitate meetings, manage stakeholder expectations
* The ability to understand and learn the dynamics of relationships in an organization
* Adaptable to a variety of situations, individuals or groups
* Certified Associate in Project Management (CAPM) Certification by the Project Management Institute (PMI) is an asset
* Experience in the Financial Services and/or Technology sectors is an asset
* 1-3 years of relevant project management experience/exposure