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

# Example of Project Support Analyst Job Description

Our innovative and growing company is looking for a project support analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project support analyst

* Monitor training of external resources to ensure corporate compliance
* Assist in monitoring project work orders for proper and timely development, statusing, and closeout
* Generate Purchase Orders for sub-vendors on individual projects on a high volume basis
* Organize and file vendor Purchase Orders and invoices for prompt payment
* Organize and file customer invoices, debit memos and credit memos
* Create and maintain billing/invoice registers
* Monitor and expedite vendor invoices to enable faster invoicing to our customers
* Assist in maintaining project folders
* Support other Project Analysts in their duties and responsibilities
* Provide project support including but not limited to

## Qualifications for project support analyst

* A problem solver, able to analyse information and suggest practical solutions
* Actively seeks to understand internal client business drivers
* Is able to challenge sensitively and influence others’ thinking
* Encourages a culture of innovation and new ideas
* An effective organiser, with an orderly approach and attention to detail
* Is able to actively promote change