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# Example of Projects Analyst Job Description

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

* Supporting various stakeholders and engaging E&C IST leadership, Legal, IST front office management, IT&S, Operational Excellence and other functions, on various projects
* Collaborating with Group E&C to deliver Group E&C initiatives (including Code of Conduct training roll-outs, attendance at ECL Network calls )
* Support training efforts for process and reporting changes related to projects
* Liaise with Financial Systems team to setup, configure and maintain access to test systems for projects test cycles
* Work closely with technical system owners to ensure all financial related data and mappings in financial reporting and ERP systems are setup to allow accurate, complete and timely financial management reporting
* Participate directly in project testing cycles to execute test scripts, validate data, and interface with system owners for consolidations, and solicit sign-offs from business areas
* Work with and serve as proposal team member to structure the most competitive bid possible
* Source and interpret relevant financial information for the purpose of developing overall proposal pricing
* Co-ordinate the collection of all cost estimates from each functional department
* Review estimates for completeness, omissions and reasonableness

## Qualifications for projects analyst

* Project Management experience (minimum of 6 years leading)
* Experience in the design and implementation of key metrics to monitor performance
* Shape, plan and execute analysis approaches for given initiatives/opportunities
* Deliver complex analysis on a broad range of projects and initiatives
* Own analysis outcomes for both individual and team, and become the Subject Matter Expert on a range of SMSF service delivery platforms
* Provide advice or guidance on how to deliver quality analysis outcomes from complex situations