Our company is searching for experienced candidates for the position of analyst, communications. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for analyst, communications

- Perform moves, adds and changes in Cisco Communications Manager, Avaya Call Manager, and Unity Connection
- Review and mark floor plans for field technicians
- Work with team to set up, configure and troubleshoot components of Cisco Call Manager and Unity Connection
- Coordinate with others across Marketing and the broader organization to oversee the development and implementation of multi-channel marketing programs that achieve business goals (i.e., advertising
- Analyze and report on the effectiveness of marketing initiatives and communicate to internal business partners leverage those results to improve future campaigns
- Coordinate with other IT groups and client to schedule tasks required to complete both day-to-day and project work, including large migrations between telephone systems
- Help develop and maintain corporate look and feel of new PD internal website
- Support senior leadership presentation materials by working with studio for proper vehicle images
- This role will have extreme visibility across the C-suite executives within VA OI&T and serve as a supportive extension to the CFO for daily document activities
- Assisting with establishment of a regular AML training schedule for business line and/or AML Risk and Compliance staff

- Adobe Creative Suite skills (Illustrator, Photoshop and Acrobat – on a PC)
- Ability to work alternative hours if needed (including evenings and weekends)
- Knowledge of Corporate Finance and Capital Markets (including CSC)
- Microsoft Office Specialist Certification (MOS) or other MS Office software training
- Experience in HTML, multimedia, SEO, web analytic, and email marketing
- BA/BS/MBA in Finance, Business or related field required