



Example of Analyst Project Manager Job Description

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Our company is searching for experienced candidates for the position of analyst project manager. 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 analyst project manager

- Accountable for managing multiple competing priorities
- Assist Program Director in the drafting and issuance of project proposals, RFPs, tenders, and primary schedules
- Additional project related activities
- Ensure that all project work-streams are delivered on-time, within scope and within budget
- Coordinate internal resources and third parties/vendors to ensure the flawless execution of project milestones
- Work with project sponsor to ensure resource availability and allocation
- Report and escalate to project sponsor as needed
- Overall responsibility for the implementation and management of all assigned projects
- Communicate with the business to understand and document the business objectives
- Formulate analysis plans and acquire approval from the business

Qualifications for analyst project manager

- Manage user work sessions to document the current and target state business processes and produce business requirements and functional specifications artifacts
- 1-2 years banking, product/financial services and/or auditing or compliance

- Thorough knowledge of assigned geographical area, competitive market
- Minimum 1 year Oracle Financial Systems experience required
- MBA/CPA/CMA/PMP preferred