



# Example of Applications Support Analyst Job Description

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

## Responsibilities for applications support analyst

- Maintaining operation, monitoring and integrity of production systems to meet established standards
- Participating in large scale projects that impact the US Equity business and technology
- Ensuring that appropriate levels of Quality Assurance have been met for all new and existing products
- Ensuring that products and changes are fully documented, supportable and captured Interface with internal and external business and technical partners
- Participating in regression testing and BC/DR exercises
- Proactively identifying opportunities for change and improvement within the production environment
- Interacting with Middle Office groups to determine data, performance, and other issues related to the application
- Ensure end user support (Back Office, Finance team, ...) resolve first level of production issues
- Control the correct sourcing and the availability of the tools (monitor flows timings, control the consistency of the data provided, verify access to the tools, inform internal clients, ...)
- Follow-up on production support, incident management, and prepare incident dashboards

## Qualifications for applications support analyst

- Experience working with back office applications process & procedure knowledge of back office operations and Finance
- Application server knowledge (any server)
- Infrastructure related
- Familiarity with development and testing concepts
- Hands-on approach to analyze, troubleshoot and debug problems
- Minimum 4-8 years' experience in Software Development and level 3 production support role