



# Example of Construction Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of construction 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 construction analyst

- Coordinate the resolution and reporting of trade errors through close collaboration with Investment Counsellor teams, Operations, GAM Portfolio Modelling and PH&N Management
- Generate and distribute reporting on key business metrics, including detailed assets under management data
- Act as the subject matter expert for both front office and internal partners on a variety of portfolio management related topics including, but not limited to, trading, performance measurement, corporate actions, security classification on the use of PH&N portfolio management systems
- Development and monitoring of GMP budgets and General Conditions
- Under supervision, revises, and maintains status of the detailed project cost estimate/forecast to include all phases of project execution from design/engineering, material/equipment procurement and deliveries and construction contracts through start-up activities and closeout
- Assists in analyzing project control requirements as part of bid review process to insure all cost control requirements are incorporated into individual contracts and purchase orders
- Interacts with other project groups in relation to cost codes, purchase order commitments, change orders and actual progress
- Works with the Project Controls Lead and Cost Lead in managing the overall project cost control efforts
- Works with Schedulers to develop, manage, revise, and update integrated

- Monitors key project indicators and assists in the production of project reports

## Qualifications for construction analyst

- Minimum 3 year work experience in the finance industry in either an investment research or investment analysis role
- Portfolio Construction workflow
- Experience reading blueprints, construction documents, and working in scale is required
- Hands on experience is required in tiling installation and techniques, construction techniques and procedures, installing plumbing products, minimal electrical
- A minimum of 8-10 years of experience within the construction trade and or tradeshow construction trade
- Limited Computer skills in Microsoft Office required