



Example of Construction Analyst Job Description

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

Responsibilities for construction analyst

- Conduct both incremental and final data reviews to ensure that equipment validation and load out bin validation feedback is accurately captured in MERLIN/ Material Management System Windows (MMSWIN) databases
- Inventory, catalog, and store 100% of available selected record drawings (SRD) and technical manuals (TM)
- Create customized MS Access databases to gather, extract, and analyze data, based on the needs of the department
- Manage the invoice payment process of capital and expense invoices
- Analyze historical data to assist in creating an annual work plan and capital forecast
- Analyze planned versus actual project spend and work completion, and share with key stakeholders
- Work with Public Works Reimbursement analysts to ensure reimbursement goals are met
- Work with Engineers to track employee vacation and sick time
- Develop and maintain effective relationships with other stakeholders to share best practices, provide technical advice
- Challenge existing ways of working and continuously seek ways to do things better in order to drive greater efficiencies within assigned areas

Qualifications for construction analyst

- Junior Real Estate and Construction Sector Analyst to cover Japanese

- Bachelor's degree required or any similar combination of education and experience
- Minimum of 2 years of design construction related research or related business experience
- Position may require periodic travel among retail branch offices
- Proficiency with SQL applications
- Proficiency with industry-standard programming languages and reporting platforms such as PowerPivot, Python and VBA is preferred but not strictly required