Our growing company is hiring for an implementation analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for implementation analyst

- Promptly communicate progress and any potential problems to manager for awareness and/or resolution
- Interpret documentation/requirements provided by clients, electronic forms vendors, and/or the Client Services team for existing clients' Cleartouch Teller & New Accounts and Aperio document projects
- Perform required maintenance of documentation utilizing standard software/programming activities
- Code Cleartouch Teller & New Accounts and Aperio documents to integrate with core information and print correctly as specified in documentation/requirements
- Provide accurate and timely delivery of new and existing client Cleartouch Teller & New Accounts and Aperio document installations
- Assist in support, testing, and research of documents that may be requested by the Systems and Programming, Quality Assurance, or Business Analysts teams in support of Cleartouch Teller & New Accounts and Aperio
- Responsible for trouble shooting and resolving document issues that may arise during implementations
- Promptly complete administrative tasks as required such as time reporting
- Design, document, and execute end-to-end processes for implementation of learning solutions
- Train and coach others on LMS administrative functions and reporting, other related systems

Qualifications for implementation analyst

- This position requires demonstrated ability to handle multi-tasks at simultaneously
- Understanding of equity, fixed income, and/or foreign exchange investment process
- Must be a self-starter work well in a team environment
- Bachelor's degree with a preference for Management Information Systems, Finance, Accounting or Business Administration desired
- Must understand secure and non-secure card personalization requirements per industry standards
- Bachelor's degree with a preference for Management Information Systems, Finance, Accounting or Business Administration