



Example of Implementation Analyst Job Description

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Our growing company is hiring for an implementation analyst. 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 implementation analyst

- Challenging work
- Provide the client with thorough overviews, workshops and knowledge of the Director application
- Produces and distribute Business Requirement Documents (BRD) after combining client requirements, domain expertise and soliciting feedback from other team members on the requirements of the solution
- Participate in product design sessions and processes
- Provide liquidity analysis, exposure analysis and implementation recommendations to Implementation Portfolio Managers and Multi-Asset/Alternatives Portfolio Managers
- Responsible for daily trade blotter management for pooled vehicles and cash flows for select discretionary Fund of Fund portfolios and separately managed accounts
- Provide the client with thorough overviews, workshops and knowledge of the Teller application
- Deliver professional and timely client communications regarding current implementation/support cases
- Thoroughly track, organize and document all product and support related activities
- Provide 2nd Tier support for Client Service Analysts

Qualifications for implementation analyst

- Working knowledge of change management technologies and scope control methods
- Experience managing media or digital product development which could be comprised of, but not limited to Content Management Systems (CMS), Video CMSs, analytics, Mobile platforms (iOS and Android), Search Engine Optimization (SEO) and other traffic acquisition models, Ad Serving Technology, Video streaming broadcast technology preferred
- An experienced professional with a strong understanding of business, technology and operational project management
- Project Management Training/PMP Certification with the Project Management Institute is a plus
- Very detailed oriented and highly organized with a personal commitment to success
- Strong customer communication, organizational, facilitation and presentation skills