Our company is hiring for an IT project analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT project analyst

- Handle confidential information discretely and possess integrity, abide by the highest ethical standards and maintain a transparent and readily available audit trail
- Must be flexible, willing to assist others and be diplomatic in stressful situations
- Work independently and be a self-starter who can work within a changing environment
- Ability to work as a team player with a positive attitude
- Demonstrate strong customer service skills in a professional environment
- Maintain request disposition and artifacts with Innotas
- Create and maintain intake reporting
- Meeting coordination between IT, business, and BRM
- Learn, understand, and articulate business processes and culture the capabilities of IT
- Be aware of, and in tune with all IT service delivery and projects within the assigned portfolio

## Qualifications for IT project analyst

- 5+ years in a project or PMO environment
- Bachelor in Business Management or Finance
- Familiar with PMI project management standards
- Have or plan to obtain PMI's PMP certification in the next 24 months
- Minimum 5 years' experience with network infrastructure projects or