Our innovative and growing company is looking for an OP 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 OP analyst

- Technical support and maintenance of automated scripts
- Assist with administrative tasks for Quality Assurance (QA) areas as needed
- Ensuring QA processes with in all aspects of the Server Based Computing environment
- Creating/Updating/execute test plans
- Maintain and provide accurate testing status reports during testing phases
- Maintain documentation of test results according to defined tools
- Assist development with automated test plans
- Work closely with tester and developers
- Provide administrative support to the IT Intake/Relationship Manager
- Monitor the Intake e-mail box

Qualifications for OP analyst

- Update MS Acccess IC Tracking database
- Ensure incoming IC's are logged and with guidance from the IT Intake/Relationship Manager the IC's are sent to the respective IT teams for review and estimation
- Ensure the upload necessary IC related documentation and maintain P&TT Intake/Relationship SharePoint
- Setup/facilitates small group meetings to walkthrough ICs and requirements, obtain feedback and reach out to originating business partners for

- Attend monthly meetings with business partners and document minutes and action items
- Responsible for managing a list of contacts to notify and verify a network change event