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

Responsibilities for program analyst

- Conducting in-depth support, testing, and documentation of our Dealer Profit Participation system (EPEPE & RAPTR) in collaboration with business partners
- Responds to requests for specific, customized reports and ad hoc analyses
- Coordinates status of documents and reports
- Compiles, checks, and interprets data
- Compiles, catalogs, and maintains information on materials and documents
- Orders supplies, assists with escort duties, delivers mail, receives shipments
- Coordinates and schedules all travel arrangements and requests for team personnel expectations
- Perform administrative functions, including management and coordination of office communication, meeting minutes, status reporting and other business office administrative functions
- Keeps track of active program budgets and ensures that program expenses are monitored monthly and are on target
- Support and/or lead workstreams on engagements related but not limited to Financial Operations, Supply Chain

Qualifications for program analyst

- Hands-on knowledge of the FAR a plus
- Must be a self-motivated and proactive team player with strong analytical and problem solving skills

- Experience with Visualization tools like Microsoft Power BI
- Experience in working with FAA Corporate Work Plan (CWP)
- Must possess strong Microsoft Access and Excel skills