Our innovative and growing company is looking to fill the role of program management 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 program management analyst

- Coordinate public disclosures, including oral and written communications and presentations with the Communications and Security teams for public release
- Capture, track, maintain records and follow up and report status on action items and taskers
- Assist with capturing and documenting program requirements
- Take ownership of maintaining and developing marketing materials, especially various private equity program presentations and due diligence questionnaires
- Create tailor-made client presentations
- Support all processes related to separate accounts
- Work closely together with the investment management, investment controlling, compliance and legal teams to ensure consistent communication and data output
- Provide client services support to relationship managers
- Respond to ad-hoc requests from clients, prospects and relationship managers
- Define PMO governances & meeting agenda, prepare necessary content (strategy, proposed schedule, business case,) with all key stakeholders to accelerate decision making, communicate minutes of meeting, and follow-up on actions

- Support program/product direction related meetings (CNE DFs, ASTs, PATs, PSTs,) to report, represent program/product direction, and record program direction changes
- Must possess interpersonal skills, assertiveness, leadership, self-motivation, diplomacy, maturity, and integrity
- 5 years of experience and applying a stage gate portfolio management tool to monitor the health of technical projects
- 1+ years of experience in MS Office
- 1+ years of experience with Bill of Materials (BOM)
- Bachelor of Science degree in Engineering or Science is required