



Example of Program Management Analyst Job Description

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Our company is searching for experienced candidates for the position of program management analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for program management analyst

- Verify that manpower, financial, and stakeholders have a common understanding of resource requests
- Assist and verify resource/financial analysis is programmed to submit correct and accurate POM and unfunded issues
- Ensure Operational Level Agreements are delivered within specific timeframes
- Prepare monthly reports for Customers and Management, highlighting any service exceptions
- Responsible for managing a team of onsite and remote employees
- Co-Leads team members in functional areas and those assigned during the duration of a project to ensure timely completion of project deliverables
- Works with functional and project leaders to gather and interpret data and other information on enterprise programs
- Troubleshoots and resolves issues on behalf of the project leadership for issues impacting the ability to implement enterprise programs on time and within budget and scope
- Leads the After Action Review process from start to finish
- Creates and maintains in-flight project documentation

Qualifications for program management analyst

- Sound understanding of capital markets and alternative investments

- Works on abstract and complex problems requiring evaluation of intangible variables with direction
- Gives tactical direction to the team and serves as a point of escalation and expertise for the team on each engagement
- 2+ years of experience with business and requirements analysis